



Administration for Children and Families

Office of Community Services

Community Economic Development Healthy Food Financing Initiative Projects

HHS-2014-ACF-OCS-EE-0819

Application Due Date: 04/27/2016

Due Date for Applications:

For FY 2016, the FOA will be open for application submission at least 60 days prior to the listed due date.

Community Economic Development Healthy Food Financing Initiative Projects

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**Department of Health & Human Services
Administration for Children and Families**

Program Office: Office of Community Services
Funding Opportunity Title: Community Economic Development Healthy Food Financing Initiative Projects
Announcement Type: Modification
Funding Opportunity Number: HHS-2014-ACF-OCS-EE-0819
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Due Date for Applications:

For FY 2016, the FOA will be open for application submission at least 60 days prior to the listed due date.

Executive Summary

Notices:

- **Applicants are strongly encouraged to read the entire funding opportunity announcement (FOA) carefully and observe the application formatting requirements listed in *Section IV.2. Content and Form of Application Submission*. For more information on applying for grants, please visit "How to Apply for a Grant" on the ACF Grants Page at <http://www.acf.hhs.gov/grants/howto>.**

This FOA has been modified to update the closing date listed on Grants.gov within the Package tab.

For Fiscal Year (FY) 2016, the Office of Community Services (OCS) within the Administration for Children and Families (ACF) at the Department of Health and Human Services (HHS) will provide up to \$9.5 million in grants (\$800,000 maximum per project) to Community Development Corporations (CDCs) for projects designed to address food deserts; improve access to healthy, affordable foods; and address the economic needs of individuals and families with low-income through the creation of business and employment opportunities.

Through the Community Economic Development (CED) program and within the framework of the Healthy Food Financing Initiative (CED-HFFI), OCS seeks to fund projects that will implement innovative strategies for increasing healthy food access while achieving sustainable employment and business opportunities for recipients of Temporary Assistance for Needy Families (TANF) and other individuals with low-income whose income level does not exceed 125 percent of the federal poverty level (<http://aspe.hhs.gov/poverty>).

The CED-HFFI program seeks to fund projects that implement strategies to address food deserts, increase healthy food access in low-income communities, foster self-sufficiency for low-income families, and create sustained employment opportunities in low-income communities. Funds can be used for costs associated with participating business start-up or expansion activities, as consistent with the cost principles found at 2 CFR Part 200, Subpart E, provided that the expenditures result in the creation of positions that can be filled with individuals with low-income. Examples of successful use of CED-HFFI funds include financing the construction of grocery stores, providing direct assistance to

farmers, supporting urban and rural farmers markets and retail markets, expanding existing food distribution businesses, and supporting food business entrepreneurs.

This is a standing announcement. It will be effective until canceled or changed by the Director of OCS.

NOTE: Applicants wishing to obtain funding for a project that does not promote improved access to healthy, affordable food can apply under the CED FOA (HHS-2014-ACF-OCS-EE-0817).

I. Program Description

Statutory Authority

Section 680(a)(2) of the Community Services Block Grant Act of 1981, as amended by the Community Opportunities, Accountability, and Training and Educational Services Act of 1998 (Public Law 105-285), authorizes the Secretary of the Department of Health and Human Services to make grants on a competitive basis to private, nonprofit organizations that are community development corporations to provide technical and financial assistance for economic development activities designed to address the economic needs of low-income individuals and families by creating employment and business development opportunities.

Description

PROGRAM BACKGROUND

HHS, United States Department of the Treasury, and United States Department of Agriculture (USDA) are working together to support projects to increase access to healthy, affordable food in low-income neighborhoods that lack access to healthy food options. These three agencies aim to expand the availability of nutritious food through the establishment of healthy food retail outlets, including developing and equipping grocery stores, small retailers, corner stores, and farmers markets to help revitalize neighborhoods that currently lack these options. The initiative builds upon the work led by First Lady Michelle Obama as part of the *Let's Move!* initiative to promote active living, encourage healthy eating, and end childhood obesity.

This initiative represents one of the Federal Government's coordinated efforts to increase healthy food access in low-income urban and rural neighborhoods and communities with limited access to affordable and nutritious food. This will be done by promoting a wide range of interventions that expand the supply of and demand for nutritious foods, including increasing the distribution of agricultural products, developing and equipping grocery stores, and strengthening the producer-to-consumer relationship.

PROGRAM DESCRIPTION

OCS seeks to fund projects that implement strategies to increase healthy food access, foster self-sufficiency for low-income families, and create sustained employment opportunities in low-income communities. To do this, the CED-HFFI program will provide technical and financial assistance for healthy food ventures designed to: (1) improve access to, and purchase and consumption of healthy, affordable foods; and (2) address the economic needs of individuals and families with low-income through the creation of employment and business opportunities in low-income communities. A detailed definition of food deserts can be found in the *Definition of Terms* available later in this section.

PROGRAM GOALS

The CED-HFFI program's objectives are to support businesses and commercial activities that improve

the access to healthy foods and the overall health of community residents while creating long-term jobs in the community that:

- Bring healthy food choices to communities that are in food deserts through the establishment of new healthy food retail outlets or by supporting the offering of a significant number of healthy food choices at an existing retail outlet that lack such choices;
- Develop and enhance distribution systems to increase the amount of healthy food going to healthy food retail outlets in food deserts;
- Develop strategies that promote or encourage the purchase of healthy foods, including outreach and education to consumers in food deserts about healthy food choices and how they can be integrated into their diet; and
- Provide income to individuals with low-income so that they can become self-sufficient.

PROGRAM ELEMENTS

The CED-HFFI program provides funding for projects aimed at improving access to healthy affordable foods located in geographic areas with a demonstrated need for the proposed project. To accomplish this, all projects must work to serve a food desert. Areas that are not in a USDA-defined food desert may still be eligible for funding through the CED-HFFI program if applicants can point to indicators of need, such as poor access to a healthy food retail outlet, a high percentage of low-income residents, incidence of diet-related health conditions, or high concentrations of persons eligible for food assistance programs (e.g., Supplemental Nutrition Assistance Program - SNAP, Special Supplemental Nutrition Program for Women, Infants, and Children - WIC, school lunch programs). More information on obtaining county-level data relating to food access, food consumption, diet-related health indicators, and participation in food assistance programs can be found at: www.ers.usda.gov/foodatlas.

Projects funded with CED-HFFI funds can be non-construction or construction projects. For non-construction projects, the grant period is 3 years. For construction projects, the grant period is 5 years. The CED-HFFI program permits facility construction as needed to support participating business creation, participating business expansion, and/or job creation. However, it is important to note that short-term construction jobs associated with preparing for business startup or expansion are not counted when determining the number of jobs created under the CED-HFFI program as they are designed to be temporary in nature.

Projects must also create at least a minimum number of jobs based on the following formula:

[Total Amount of Federal CED-HFFI Funds Awarded] divided by [\$25,000 for construction projects or \$20,000 for non-construction projects] = [Minimum Number of Jobs to be Created].

For example, if a grantee is awarded \$800,000 in federal CED-HFFI funds, it must use that money to conduct activities that will create at least 40 jobs ($\$800,000 \div \$20,000 = 40$). If the grantee is using a strategy that involves construction, the project must create at least 32 jobs ($\$800,000 \div \$25,000 = 32$). For a table with examples of the minimum number of jobs based on specific award amounts, see *Appendix A: Sample Chart of Cost per Job Created* at the end of this announcement.

While the focus of the program is the creation of jobs for individuals with low-income through projects addressing food deserts, ACF does not expect that 100 percent of the created jobs will necessarily be filled by individuals with low-income. Often when a business is created or expanded, there is a need to hire high-level managers or other content experts with unique skills and/or experiences that may be more difficult to identify and recruit. For this reason, ACF only requires that a minimum of 75 percent of the newly created jobs be filled by individuals with low-income.

ELIGIBLE ACTIVITIES

Funds can be used for costs associated with the start-up or expansion of participating businesses, as consistent with the cost principles found at 2 CFR Part 200, Subpart E, provided that the expenditures result in the creation of positions in a viable industry that can be filled with individuals with low-income and improve access to healthy, affordable foods. This includes start-up capital for operating expenses, such as salaries, facilities, and equipment that will be replaced by projected earnings.

Many projects utilize grant funds to provide loans to identified, viable participating businesses, and/or as an equity or stock investment. Regarding the equity/stock investment, grantees can convey grant funds to third parties to help finance participating businesses creating jobs for eligible program participants. In exchange for a percentage ownership (via stock purchase or equity) specified in a third-party agreement (contract), a participating business receives cash needed to buy, start, or expand a business, provided they agree to specified CED-HFFI program terms and conditions, including reporting jobs and other benefits to grantees. If there is no third-party business and the grantee is the sole owner of the business creating jobs, funds are typically conveyed to the grantee's for-profit subsidiary via a loan or purchase of 100 percent of the stock in the participating business. Grant funds can be used to support one or multiple project strategies. However, evidence that identifies the necessity is required for each strategy used. A summary of each of these strategies is provided in the *Definition of Terms* later on in this section.

Examples of successful use of CED-HFFI funds include financing the construction of grocery stores, providing direct assistance to farmers, supporting urban farmers markets and urban retail markets, expanding existing food distribution businesses, and supporting food business entrepreneurs. The applicant can provide a loan to a business and become an equity partner in a second business in the same application; however, both must address food desert needs.

Incubator development is allowable as long as the focus of the incubator is healthy food; it demonstrates substantial and specific job creation for individuals with low-income that will be carried out by participating businesses; and the incubator is located in a geographic location within the community. For more information on an incubator, see the *Definition of Terms* found later in this section.

INELIGIBLE ACTIVITIES

CED-HFFI grant funds may not be used for:

- Projects that include the reimbursement of pre-award costs.
- Projects that provide subawards/passthroughs.
- Projects that use funding to capitalize loan loss reserve funds.
- Projects that use funding to provide loan(s) that have balloon payments that will be paid after the end of the project period.
- Projects that create or expand microenterprise business training and technical assistance centers.
- Projects that focus primarily on job training, job placement, and technical assistance. Limited job training and job placement activities can be supported in the context of modest training that may be provided specifically for the new positions created. For example, funds can be used to train a cashier for a specific position that has been created, but cannot be used to operate a general job training and placement program.
- Projects that do not create new jobs that did not exist prior to the proposed CED-HFFI project.

FEDERAL EVALUATION

ACF plans to implement a federally sponsored evaluation strategy to assess the success of approved CED-HFFI demonstration projects. As such, grant funds awarded to CDCs should not be used to support external evaluations.

The federal evaluation strategy will include grantee-level documentation of activities, outputs, and outcomes. As a condition of acceptance of a grant award, all funded grantees are required to agree to participate fully in federal evaluations, if selected, and to follow all evaluation protocols established by ACF or its designee contractor. Fully participating in a federal evaluation may include (but is not limited to) supporting and complying with special data collection requirements; providing additional administrative data on program participation or service receipt; facilitating on-site meetings and observations, including interviews with program and partner managers and staff, as well as participants; and incorporating planned variation into program strategies.

Grantees selected to be in a federal evaluation will receive technical assistance and other support in meeting evaluation requirements. Grantees included in a federal evaluation must also meet regular grant reporting requirements specified in this announcement (see *Section VI.3. Reporting*).

DEFINITION OF TERMS

The following definitions apply throughout this announcement and applicants are strongly encouraged to review these carefully prior to submitting an application.

NOTE: The italicized words that appear in the following definitions are terms that are defined elsewhere in this list of definitions.

Alteration and Renovation - For this announcement, alteration and renovation of *real property* is defined as work required to change the interior arrangements or installed equipment in an existing facility to more effectively utilize the facility for its current or planned business purpose consistent with the *job creation* requirements of the CED-HFFI program. The work may be categorized as improvement, conversion, rearrangement, rehabilitation, remodeling, or modernization, but it does not include expansion, new construction, development or repair of parking lots, or activities that would change the "footprint" of an existing facility. OCS grant funds expended for the alteration and renovation costs of grantee-owned facilities that total more than \$150,000 or 25 percent of the total direct cost for the funded project require the filing of a *Notice of Federal Interest (NFI)*. (See also *Major Alteration and Renovation*.)

Balloon Payment - A large *loan* payment agreed upon by the parties and due at the end of a mortgage, commercial loan, or other amortized loan. The balloon payment is not amortized over the life of the loan, and the remaining balance is the final repayment to the lender. **NOTE:** As noted in the definition of *Loan*, repayment of all *loans* funded with *CED* funds must begin during the course of the funded *project period* and a balloon payment (if any) must be made before the end of the *project period*.

Beneficiary - An individual with *low-income* who will directly benefit from the *project*.

Board Approval - For the purposes of this FOA, Board Approval is a document authorizing the approval of the proposed *project* by the majority of the Board of Directors in order to ensure the goals and objectives of projects are community-driven and in accordance with community prioritized needs for job creation. This could be demonstrated through a *board resolution*, meeting notes, or other written documentation that records the decisions or actions of a *CDC* Board of Directors.

Board Resolution - Written document recording decisions or actions of a *CDC* Board of Director recorded in the minutes of the organization. For the purposes of this FOA, a document authorizing the submission of the *CED* grant, to insure the goals and objectives of projects are community-driven and in accord with community prioritized needs for job creation, and submitted on behalf of the *CDC*.

Budget Period - *Projects* under CED-HFFI awards are not divided into the typical 12-month intervals known as budget periods. All CED-HFFI *projects* have only a single budget period, which is equal in length to the *project period*.

Cash Contributions - The grantee's cash outlay, including the outlay of money contributed by the grantee's equity investors or donors for budgeted costs of the *project*.

Choice Neighborhoods - A Department of Housing and Urban Development (HUD) program that supports locally driven strategies to address struggling neighborhoods with distressed public or HUD-assisted housing through a comprehensive approach to neighborhood transformation. Local leaders, residents, and stakeholders, such as public housing authorities, cities, schools, police, business owners, non-profits, and private developers, come together to create and implement a plan that transforms distressed HUD housing and addresses the challenges in the surrounding neighborhood. The program is designed to catalyze critical improvements in neighborhood assets, including vacant property, housing, services, and schools. More information about Choice Neighborhoods program is available at: www.hud.gov/cn

Community - Any geographic area defined by specific boundaries and the residents, businesses, and institutions within that geographical area.

Community Barriers - Conditions in a *community* that impede success in employment or *self-employment* of individuals with *low-income*. Such conditions may include: lack of *employment education and training programs*; lack of public transportation; lack of markets; unavailability of financing, insurance, or bonding; inadequate social services such as employment service, child care, or job training; high incidence of crime; inadequate health care; or environmental hazards such as toxic dumpsites or leaking underground tanks.

Community Development Corporation (CDC) - As outlined in Section 680(a)(2) of the Community Services Block Grant (CSBG) Act of 1981, as amended by the Community Opportunities, Accountability, and Training and Educational Services Act of 1998 (Pub. L. 105-285), to be a qualified *CDC*, an organization must meet three conditions:

- The organization must be a private, non-profit with 501(c)(3) or non-501(c)(3) status;
- The organization must have articles of incorporation, bylaws, or other official documents demonstrating that the *CDC* has a principal purpose of planning, developing, or managing low-income housing or CED activities; and
- The Board of Directors of the organization must have representation from *community* residents, business leaders, and civic leaders.

NOTE: The *CDC* designation does not need to be specified on any official documents as long as the three requirements stated earlier in this definition are met.

Community Economic Development (CED) - A process by which a *community* organizes its resources and capacities to attract capital to invest in physical, commercial, and business development in order to create job opportunities for its residents.

Construction - *Projects* that involve the initial building or large scale modernization or permanent improvement of a facility. **NOTE:** A grantee must file a *Notice of Federal Interest (NFI)* if it uses *CED-HFFI* funding for *hard costs* or *major alteration and renovation of real property* to construct or provide major alterations and renovations or for acquisition of a facility or land for the *project*. See also the definition of *Reversionary Interest*.

Contract - A contract refers to the procurement of goods and services purchased by a grantee for its own use in carrying out the *project*. The term does not apply to financial assistance awarded to a third-party for the third-party's benefit. (See also *subaward*.)

Debt Instruments – Any financial documents that enable the issuing party to raise funds by promising to repay a lender in accordance with terms of a contract. Types of debt instruments include notes, bonds, certificates, mortgages, leases or other agreements between a lender and a borrower.

Eligible Activities - Activities that contribute to creation or expansion of sustainable *participating businesses* and *full-time, full-year positions* within a *service area* consistent with the cost principles as implemented by 2 CFR Part 200, Subpart E, provided that the expenditures result in *job creation* for individuals with *low-income*.

Employment Education and Training Program - A program that provides employment directed education and/or training to individuals with *low-income*, including *Temporary Assistance for Needy Families (TANF)* recipients, at-risk youth, public housing residents, displaced workers, persons who are homeless, and other individuals with *low-income*.

Equipment - Tangible, non-expendable personal property, including exempt property, acquired with CED-HFFI grant funds, having a useful life of more than 1 year and an acquisition cost of \$5,000 or more per unit.

Equity Investment - The provision of capital to an identified for-profit participating business entity for a specified purpose in return for a share of ownership evidenced by a formal equity investment agreement. This may involve the issuance of stock as in an equity stock investment. An equity investment may be either in a subsidiary for-profit corporation of the applicant or in an unaffiliated business.

Faith-based Organization - An organization that has a religious character.

Financial Feasibility/Viability - The component of the business plan demonstrating the financial ability of the grantee to achieve the *project's* goals of creating permanent full-time jobs for individuals with *low-income* over the *project period*. Financial feasibility/viability is usually demonstrated using the following documentation: profit and loss forecasts or pro forma, cash flow projections, balance sheets, and *sources and uses of funds* statements. Financially feasible/viable projects identify and explain revenues, fees, or other sources of revenues sufficient to provide for business operation and maintenance, a reasonable reserve, and debt payment for the purpose of job creation.

Financial Strategies - That component of the business plan demonstrating the way(s) in which the applicant will access program capital to fully implement the project at the time of the award, as well as the way the applicant will manage, monitor, and utilize capital resources to successfully create jobs. It encompasses the quality of systems and skills for accounting, budgeting, financial management, cash and credit management, and control over purchase and inventory.

Food Desert - *Low-income* communities where a substantial number or share of residents has low access to affordable and *healthy food* retailers. *Healthy food* options in these communities are hard to find or are unaffordable. To qualify as a food desert, a *community* must either:

- Be a census tract determined to be a food desert by the U.S. Department of Agriculture, as identified in USDA's Food Access Research Atlas; OR
- Be a Geographic Unit (i.e., county (or equivalent area), minor civil division that is a unit of local government, incorporated place, census tract, block numbering area, block group, or American Indian or Alaska Native area), which has unemployment and poverty rates that are at or above the state or national levels, and which has been identified as having low access to a supermarket or grocery store through a methodology that has been adopted for use by another governmental or philanthropic healthy food initiative.

Full-time, Full-year Position - A non-seasonal position requiring at least 30 hours of work per week. An aggregation of part-time positions to a full-time equivalent is not considered a full-time position.

Grant Award - The funding made available to an eligible organization after a competitive grant application process.

Grant Terms and Conditions - A statement of HHS and ACF regulations and policies, pursuant to

federal law, that is attached to the *Notice of Grant Award* and that sets forth the standard terms and conditions with which grantees are required to comply. Applicants are expected to provisionally sign the Statement of Grant Terms and Conditions as an acknowledgement that the official submitting an application for OCS funding has read and understands the terms and conditions applicable to the *project*, if awarded funding.

Hard Costs - Capital costs related to the acquisition, *construction*, and/or *alteration and renovation of real property*, exclusive of related *soft costs* such as appraisals, environmental studies, and architectural and engineering services.

Healthy Food - Whole foods such as fruits, vegetables, whole grains, fat-free or low-fat dairy, and lean meats that are perishable (fresh, refrigerated, or frozen) or canned, as well as nutrient-dense foods and beverages encouraged by the 2010 Dietary Guidelines for Americans.

Healthy Food Producer - An individual, group of individuals, or entity that produces healthy agricultural commodities or adds value to such commodities to create *healthy food* products.

Healthy Food Retail Outlet - For-profit or non-profit sellers of fruits, vegetables, and other foods recommended in the 2010 Dietary Guidelines for Americans and can include, but are not limited to, a grocery store, mobile food retailer, farmers market, cooperative, corner store, bodega, or a store that sells other food and non-food items, including an existing retail store that upgrades to offer a full range of *healthy food* choices.

Incubator - A program to help start-up participating businesses flourish by providing support, resources, and business services and advice, normally in one physical location. Incubators that are established without a geographic location in the community are not supported by this announcement.

Indirect Costs - Overhead costs of an organization that have been approved by HHS or other federal agencies for use in applying for federal funds.

In-kind Contributions - Synonymous with *non-cash contributions*, the contributions may be in the form of *real property*, *equipment*, supplies and/or other expendable property or goods and services provided by non-governmental sources directly benefiting and specifically allocated to the *project*.

Intangible Property - Trademarks, copyrights, patents and patent applications, and such property as loans, notes, and other debt instruments, lease agreements, stock, and other personal property ownership, acquired with grant funds. **NOTE:** Grantees who use federal funding to purchase or create intangible property or debt instruments must report to the federal government on the continued use of such funds up to 12 years after the end of the *project*.

Intervention - Any planned activity within a *project* that is intended to reduce *personal barriers* or *community barriers* to employment and can be formally evaluated. For example, job readiness training is an intervention.

Job Creation - New *full-time, full-year positions* for the project that did not exist prior to the start of the *project* and came about as a direct result of the investment of OCS funds in *project* activities, such as development of new business ventures, the expansion of existing participating businesses, or the development of new products and services. The *training* and *job placement* of individuals in positions existing prior to the start of the *project*, even positions guaranteed to individuals with *low-income* through a formal agreement with an employer, is NOT considered job creation.

Job Placement - Placing an individual in an existing vacant job of a business, service, or commercial activity not related to new development or expansion activity. All jobs supported by the *project* must meet the definition of new *job creation*, not job placement.

Letters of Support - A signed letter that describes government and/or community support for the project, including a description of the involvement/collaboration and the resources the government

and/or community entity will provide.

Loan - Money provided to finance an eligible participating business borrower evidenced by a promissory note and loan agreement for a specified purpose to be repaid, with a stated rate of interest and within a specified period. Loans made to eligible participating businesses must be at or below market rate (or what commercial lenders would offer). This includes a distinct loan fund established exclusively for *CED-HFFI* projects as a resource for loans, to finance eligible business development and operational activities that, when principal is repaid, is used to make new loans that support a similar purpose. In all instances, the first borrower must be identified along with the standards used to select the borrower and interest accrued on *CED-HFFI* funds must be used to continue or expand the activities of the approved *project*. See also the definition of *Reversionary Interest*. Repayment of all loans funded with *CED* funds must begin during the course of the funded *project period* and a *balloon payment* (if any) must be made before the end of the *project period*.

Low-income- An individual whose household income level does not exceed 125 percent of the official poverty guidelines as found in the most recent revision of the HHS Poverty Guidelines published by HHS. These guidelines may be found at <http://aspe.hhs.gov/poverty/index.shtml>.

Major Alteration and Renovation - *Alteration and renovation* activities for which the aggregate of expenditure of OCS funds by the grantee is greater than \$150,000 or 25 percent of the total direct cost for the *project*. For the *CED-HFFI* program, a *Notice of Federal Interest (NFI)* must be filed when grant-funded *construction* or major alteration and renovation begins or when an existing facility or land is acquired with grant funds.

Microenterprise - A commercial participating business with five or fewer employees, at least one of whom is the owner.

More Experienced Partner - A *project partner* that successfully meets all of the following requirements: is a *CDC*, has completed two or more *CED-HFFI projects*; has completed one or more projects involving activities similar to the proposed *project*; and has experience with collaborative programming.

Non-cash Contributions - Synonymous with *in-kind contributions*, the contributions may be in the form of *real property*, *equipment*, supplies and/or other expendable property, or goods and services provided by non-governmental sources directly benefiting and specifically allocated to the *project*.

Non-profit Organization - Any corporation, trust, association, cooperative, or other organization that: (1) is operated primarily for scientific, educational, service, charitable, or similar purposes in the public interest; (2) is not organized primarily for profit; and (3) uses its net proceeds to maintain, improve, and/or expand its operations. For this purpose, the term "non-profit organization" excludes colleges and universities; hospitals; state, local, and federally recognized Indian tribal governments; and those non-profit organizations listed in Appendix VIII to 2 CFR Part 200 – Nonprofit Organizations Exempt from Subpart E – Cost Principles of Part 200.

Notice of Federal Interest (NFI) - A lien or other notice of public record that a grantee must file if it directly expends federal grant funds for acquisition, *construction*, or *major alteration and renovation* of *real property*. See also the definition of *Reversionary Interest*.

Notice of Grant Award - A legal document given to the intended organization that indicates an award has been made and that funds may be requested from the designated HHS payment system or office; the notice of grant award shows the amount of federal funds authorized for obligation and the budget period for the approved project. Grantees will find this information helpful which outlines the conditions of their grant awards.

Participating Business - A business that has been identified as a *CED* project participant, having executed a third-party agreement with the *CED* applicant to create new, *full-time*, *full-year* jobs - at

least 75 percent of which will be filled by individuals with low-income. Proposed jobs are specifically identified in the *third party agreement*.

Passthroughs - Passthroughs are not permitted under this announcement. A passthrough (also known as a *subaward*) is an award of financial assistance in the form of money, or property in lieu of money, made under an award by a recipient to an eligible subrecipient or by a subrecipient to a lower tier subrecipient. The term includes financial assistance when provided by any legal agreement, but does not include procurement of goods and services nor does it include any form of assistance that is excluded from the definition of "award" in this section. **NOTE:** *Equity investments* and *loan* transactions are not passthroughs; these qualify as *intangible property and debt instruments*.

Persistent Poverty County - A county in which 20 percent or more of the population has lived in poverty over the past 30 years according to the U.S. Census, as determined by the Economic Research Service of the U.S. Department of Agriculture.

Personal Barriers - Those aspects of an individual's personal situation that may impede success in obtaining and retaining employment. Barriers may include factors such as limited education, substance abuse, insufficient life skills, criminal history, health problems, or disability.

Poverty Guidelines - Guidelines published annually by HHS that establish the level of poverty defined as *low-income* for individuals and their families. The guideline information is posted on the Internet at the following address: <http://aspe.hhs.gov/poverty/index.shtml>.

Program Income - Income earned by a grantee from federally funded activities. Program income may not be used to meet the non-CED-HFFI funding needs for implementation of the *project* in the project design (e.g., it may not be used as equity in the project to demonstrate that the non-CED-HFFI funding needs for implementation have been met).

Project - The scope of OCS activities described in the application for federal grant funds pursuant to this announcement.

Project Partner - Any individual, organization, or *participating business* entity participating in the *project* that is not the direct recipient of CED-HFFI grant funds. Typical project partners include the following: equity investors, donors, a *more experienced partner*, a wholly owned subsidiary, or a business entity to which the grantee makes an *equity investment* or capitalizes a *loan* in support of grant purposes. **NOTE:** CED-HFFI grantees must play a substantive role in the HFFI project. A grantee working with a project partner must actively monitor the project and ensure compliance with CED-HFFI program requirements.

Project Period - The total time for which federal support has been programmatically approved as shown in the Notice of Grant Award. Non-construction *projects* will have a 3-year project period. *Projects* that involve *construction* will have a 5-year project period.

Promise Zone - Initiative to designate a number of high-poverty *communities* as Promise Zones, where the federal government will partner with and invest in *communities* to create jobs, leverage private investment, increase economic activity, expand educational opportunities, and improve public safety. More information about the Promise Zones initiative is available at: www.hud.gov/promisezones/.

Public Agency Partner - Public assistance and other agencies responsible for administering child support enforcement, *Temporary Assistance to Needy Families (TANF)*, and *employment education and training programs* (e.g., the Department of Labor's ETA-funded One-Stop Career Centers).

Real Property - Land, including land improvements, structures, and appurtenances (excludes movable machinery and *equipment*). **NOTE:** Grantees using federal funding for *construction, major alterations and renovations*, or to acquire a facility or land for the *project* must file a *Notice of Federal Interest*

(NFI). See also the definition of *Reversionary Interest*.

Reversionary Interest - The federal government's ongoing interest in certain types of property acquired or improved with federal grant funds expended by grantees who are funded under this announcement. *Reversionary Interest* is triggered when such property is no longer needed for the original authorized purpose or in an event of grantee default. Property funded in whole or in part with federal funds revert to the federal government whenever the property is no longer being used for purposes consistent with the federal program. In this case, the term "property" includes *real property, intangible property and debt instruments, and equipment*.

NOTE: Federal share of *real property, equipment, or supplies* means that percentage of the property's or supplies' acquisition costs and any improvement expenditures paid with federal funds. This will be the same percentage as the federal share of the total costs under the award for the funding period in which the property was acquired (excluding the value of third-party *in-kind contributions*).

Self-Employment - The employment status of an individual who owns and operates a for-profit business.

Self-Sufficiency - A state of being or status of an individual or family where, by reason of employment, eligibility for public assistance is replaced by the financial capacity to meet all basic needs.

Service Area - The *community* to be served by the funded *project*.

Site Control - Documented proof of the applicant's ownership or control of the property where grant activities will be conducted. Proof of site control includes all of the following documentation: documentation of the specific property location (address, city, state); documentation of a signed and dated deed or lease agreement between the applicant and property owner; and documentation in the agreement of the terms of the agreement, use of premises, and description of the site (prior use or new property, square footage, use of space for *project*).

Social Service Provider - Agencies and/or organization that work with individuals with *low-income* and can assist a grantee with filling the newly created positions with individuals with *low-income*. Examples of social service providers include *Temporary Assistance for Needy Families (TANF)*, employment education and training programs (for example, the Department of Labor's Employment and Training Administration -funded One-Stop Career Centers), and local Child Support Enforcement (CSE) agencies. These partnerships should be documented with signed *third-party agreements*, such as Memorandums of Understanding (MOUs), letters of commitment, or project partner agreements.

Soft Costs - Capital costs related to the acquisition and/or *alteration and renovation of real property* such as appraisals, environmental studies, and architectural and engineering services. Fundraising efforts such as those for New Markets Tax Credits (NMTC) are not considered soft costs and are not eligible under this announcement.

Sources and Uses of Funds Statement - A statement that identifies the committed sources of debt and equity financing and the specific categories of uses of funds associated with each of the sources for the *project*.

Stock - A share of ownership in a for-profit company. Stocks are sold to investors by a for-profit corporation to raise capital for the start-up and/or expansion of the business. Stock purchases by the grantee are *equity investments*. Such investments may be made by grantees in affiliated and non-affiliated businesses.

Subaward - Subawards are not permitted under this funding opportunity announcement. A subaward (also known as a *passthrough*) is an award of financial assistance in the form of money, or property in

lieu of money, made under an award by a recipient to an eligible subrecipient or by a subrecipient to a lower tier subrecipient. The term includes financial assistance when provided by any legal agreement, but does not include procurement of goods and services, nor does it include any form of assistance that is excluded from the definition of "award" in this section. **NOTE:** *Equity investments* and *loan* transactions are not subawards; these qualify as *intangible property and debt instruments*.

Target Population - Individuals with *low-income* residing in the project's *service area*.

Technical Assistance - A problem-solving service generally using the services of a specialist and specifically customized or tailored to the needs of a particular organization. Such services may be provided on-site, by telephone, or by other means of communication.

Temporary Assistance for Needy Families (TANF) - The federal block grant program authorized in title I of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (part A of title IV under the Social Security Act), as amended.

Third-Party Agreement - Written and signed agreements between grantees and subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship. The following are examples of common types of third-party agreements for *CED-HFFI* projects:

- **Commitment Letter** - A signed letter of commitment that describes the level of financial support for the *project* made by a third-party (e.g., a lender, investor, donor, or other grantor). Such commitment letters are required if the applicant proposes a *project* for which non-*CED-HFFI* funds (e.g., *loans*, municipal or state tax credits, equity stock investments, etc.) will be required in order to successfully create the proposed jobs and create and/or expand the proposed business(es). Commitment letters must be signed, specific, and conditioned only on the receipt of the grant award.
- **Equity Investment Agreement** - A written agreement that documents a capital investment by a grantee in a participating business to achieve the purposes of the *project* as defined in the application. The agreement sets forth the grantee's share of ownership in the business, the terms and conditions related to the use of the invested funds, the rights of the grantee as an equity owner, including, if the business is a corporation, representation on the board of directors, and any provisions for liquidation of the investment. The agreement must include the elements outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Business Plan – Project Viability*.
- **Project Partner Agreement** - A written and signed agreement, entered into by the grantee and *project partners*, such as a *more experienced partner*, that will directly or indirectly spend *CED-HFFI* funds and/or create new full-time, full year positions. A memorandum of understanding with a *project partner* committing resources or capital is a typical project partner agreement. The agreement must include the elements outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Business Plan – Organizational Profile*.

Training - For the purposes of this opportunity, training refers to group-based adult education and skill-building activities (e.g., workshops). It does not include consultations or *technical assistance* that is specifically customized or tailored to the needs of a particular business identified in the project.

Note: *CED* funds cannot be used for training, unless required to allow employees of *participating businesses* to perform jobs proposed for the *CED* project.

Underserved Areas -For the purposes of this funding opportunity announcement, underserved areas are the states and territories that do not have active *CED-HFFI projects*.

ADDITIONAL RESOURCES

Resources for prospective applicants, including a pre-recorded applicant webinar, will be available at <http://www.acf.hhs.gov/programs/ocs/programs/ced> under the link titled "Prospective Grantee Resources." The resources will be available until the closing of this FOA.

For application details and requirements related to the CED-HFFI Program, including application components and submission requirements, please see *Section IV.2 Content and Form of Application Submission, The Project Description*. The evaluation criteria is discussed in detail in *Section V.I. Criteria*. Applicants are encouraged to review the FOA very closely and submit all required information, as outlined in the announcement. Applicants are also encouraged to review the *Definition of Terms* available in this section and utilize the *Checklist* provided in *Section VIII. Other Information* to ensure all required materials have been submitted.

II. Federal Award Information

Funding Instrument Type:	Grant
Estimated Total Funding:	\$9,500,000
Expected Number of Awards:	13
Award Ceiling:	\$800,000 Per Project Period
Award Floor:	\$100,000 Per Project Period
Average Projected Award Amount:	\$730,769 Per Project Period
Anticipated Project Start Date:	09/30/2016

Length of Project Periods:

Other

CED-HFFI-funded projects can be non-construction or construction projects. Non-construction projects will have one 36-month project and budget period. Projects that involve construction will have one 60-month project and budget period.

Additional Information on Awards:

Awards made under this announcement are subject to the availability of federal funds.

Applications requesting an award amount that exceeds the *Award Ceiling* per budget period, or per project period, as stated in this section, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for the first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period. Please see *Section III.3. Other, Application Disqualification Factors*.

Note: For those programs that require matching or cost sharing, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period or by project period for fully funded awards, even if the projected commitment exceeds the required amount of match or cost share. **A recipient's failure to provide the required matching amount may result in the disallowance of federal funds.** See *Section III.2.* of this announcement for information on cost-sharing or matching requirements.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

All awards will be fully funded.

III. Eligibility Information

III.1. Eligible Applicants

As outlined in Section 680(a)(2) of the Community Services Block Grant (CSBG) Act of 1981, as amended by the Community Opportunities, Accountability, and Training and Educational Services Act of 1998 (Pub. L. 105-285), to be eligible for the CED-HFFI program, an applicant must meet three conditions:

- Applicant must be a private, non-profit CDC with 501(c)(3) or non-501(c)(3) status;
- Applicant must have articles of incorporation, bylaws, or other official documents demonstrating that the CDC has as a principal purpose the planning, developing, or managing of low-income housing or CED activities; and
- The Board of Directors must have representation from each of the following: community residents, business leaders, and civic leaders.

NOTE: The CDC designation does not need to be specified on any official documents as long as the three requirements stated earlier in this section are met.

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement. See *Section III.3. Other, Application Disqualification Factors*.

Faith-based and community organizations that meet the eligibility requirements are eligible to receive awards under this funding opportunity announcement. Faith-based organizations are encouraged to review the ACF Policy on Grants to Faith-Based Organizations at: <http://www.acf.hhs.gov/acf-policy-on-grants-to-faith-based-organizations>.

See *Section IV.2. Legal Status of Applicant Entity* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

For all federal awards, any shared costs or matching funds and all contributions, including cash and third-party in-kind contributions, must be accepted as part of the recipient's cost sharing or matching when such contributions meet all of the criteria listed in 45 CFR 75.306.

For awards that require matching by statute, recipients will be held accountable for projected commitments of non-federal resources in their application budgets and budget justifications by budget period, or by project period for fully funded awards, even if the projected commitment exceeds the amount required by the statutory match. **A recipient's failure to provide the statutorily required matching amount may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.**

For awards that do not require matching or cost sharing by statute, where "cost sharing" refers to any situation in which the recipient voluntarily shares in the costs of a project other than as statutorily required matching. These include situations in which contributions are voluntarily proposed by an applicant and are accepted by ACF. Non-federal cost sharing will be included in the approved project budget so that the applicant will be held accountable for proposed non-federal cost-sharing funds as shown in the Notice of Award (NOA). **A recipient's failure to provide voluntary cost sharing of non-federal resources that have been accepted by ACF as part of the approved project costs and**

that have been shown as part of the approved project budget in the NOA, may result in the disallowance of federal funds. Recipients will be required to report these funds in the Federal Financial Reports.

III.3. Other

OCS Application Disqualification Factors

Applicants will not be eligible for funding under both the CED and CED- Healthy Food Financing Initiative program announcements..

Applications received from organizations that are not CDCs as defined earlier in this section will be disqualified.

Applications that do not support improved access to healthy, affordable food in food deserts will be disqualified.

Application Disqualification Factors

Applications from individuals (including sole proprietorships) and foreign entities are not eligible and will be disqualified from competitive review and from funding under this announcement.

Award Ceiling Disqualification

Applications that request an award amount that exceeds the *Award Ceiling* per budget period or per project period as stated in *Section II. Federal Award Information*, will be disqualified from competitive review and from funding under this announcement. This disqualification applies only to the *Award Ceiling* listed for first 12-month budget period for projects with multiple budget periods. If the project and budget period are the same, the disqualification applies to the *Award Ceiling* listed for the project period.

Required Electronic Application Submission

ACF requires electronic submission of applications at www.Grants.gov. **Paper applications received from applicants that have not been approved for an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Applicants that do not have an Internet connection or sufficient computing capacity to upload large documents to the Internet may contact ACF for an exemption that will allow the applicant to submit applications in paper format. Information and the requirements for requesting an exemption from required electronic application submission are found in "Request an Exemption from Electronic Application Submission" in *Section IV.2. Content and Form of Application Submission*.

Missing the Application Deadlines (Late Applications)

The deadline for electronic application submission is 11:59 p.m., ET, on the due date listed in the Overview and in Section IV.4. Submission Dates and Times. Electronic applications submitted to www.Grants.gov after 11:59 p.m., ET, on the due date, as indicated by a dated and time-stamped email from www.Grants.gov, will be disqualified from competitive review and from funding under this announcement. That is, applications submitted to www.Grants.gov, on or after 12:00 a.m., ET, on

the day after the due date will be disqualified from competitive review and from funding under this announcement.

Applications submitted to www.Grants.gov at any time during the open application period, and prior to the due date and time, which fail the www.Grants.gov validation check, will not be received at, or acknowledged by, ACF.

Each time an application is submitted via www.Grants.gov, the submission will generate a new date and time-stamp email notification. Only those applications with on-time date and time stamps that result in a validated application, which is transmitted to ACF, will be acknowledged.

The deadline for receipt of paper applications is 4:30 p.m., ET, on the due date listed in the Overview and in Section IV.4. Submission Dates and Times. Paper applications received after 4:30 p.m., ET, on the due date will be disqualified from competitive review and from funding under this announcement. **Paper applications received from applicants that have not received approval of an exemption from required electronic submission will be disqualified from competitive review and from funding under this announcement.**

Notification of Application Disqualification

Applications that are disqualified under these criteria are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

IV. Application and Submission Information

IV.1. Address to Request Application Package

Karen Harris
OCS Grants Operations Center
1401 Mercantile Lane Suite 410
Largo, MD 20774
Phone: 1-855-792-6551
Email: ocsgroups@acf.hhs.gov

Electronic Application Submission:

The electronic application submission package is available in the FOA's listing at www.Grants.gov.

Applications in Paper Format:

For applicants that have received an exemption to submit applications in paper format, Standard Forms, assurances, and certifications are available in the Application Package available in the FOA's Grants.gov synopsis at www.Grants.gov. They are also available at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* if applicants do not have an Internet connection or sufficient computing capacity to upload large documents (files) to www.Grants.gov.

Standard Forms that are compliant with Section 508 of the Rehabilitation Act (29 U.S.C. §

794d):

Available at the Grants.gov Forms Repository website at <http://www.grants.gov/web/grants/forms/sf-424-family.html#sortby=1>.

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) for assistance at www.gsa.gov/fedrelay.

IV.2. Content and Form of Application Submission

FORMATTING ACF APPLICATIONS

In FY 2013 ACF implemented a new application upload requirement. Each applicant applying electronically via www.Grants.gov is required to upload only two electronic files, excluding Standard Forms and OMB-approved forms. No more than two files will be accepted for the review, and additional files will be removed. Standard Forms and OMB-approved forms will not be considered additional files.

FOR ALL APPLICATIONS:

Authorized Organizational Representative (AOR)

AOR is the designated representative of the applicant/recipient organization with authority to act on the organization's behalf in matters related to the award and administration of grants. In signing a grant application, this individual agrees that the organization will assume the obligations imposed by applicable Federal statutes and regulations and other terms and conditions of the award, including any assurances, if a grant is awarded.

AOR authorization is part of the registration process at www.Grants.gov, where the AOR will create a short profile and obtain a username and password from the Grants.gov Credential Provider. AORs will only be authorized for the DUNS number registered in the System for Awards Management (SAM).

Point of Contact

In addition to the AOR, a point of contact on matters involving the application must also be identified. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR. The point of contact must be available to answer any questions pertaining to the application.

Application Checklist

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials.

Accepted Font Style

Applications must be in Times New Roman (TNR), 12-point font, except for footnotes, which may be TNR 10-point font.

Page Limitations

Applicants must observe the page limitation(s) listed under "PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:". Page limitation(s) do not include SFs and OMB-approved forms.

All applications must be double-spaced. An application that exceeds the cited page limitation

for double-spaced pages in the Project Description file or the Appendices file will have the last extra pages removed and the removed pages will not be reviewed.

Application Elements Exempted from Double-Spacing Requirements

The following elements of the application submission are exempt from the double-spacing requirements and may be single-spaced: the table of contents, the one-page Project Summary/Abstract, required Assurances and Certifications, required SFs, required OMB-approved forms, resumes, logic models, proof of legal status/non-profit status, third-party agreements, letters of support, footnotes, tables, the line-item budget and/or the budget justification.

Adherence to FOA Formatting, Font, and Page Limitation Requirements

Applications that fail to adhere to ACF's FOA formatting, font, and page limitation requirements will be adjusted by the removal of page(s) from the application. Pages will be removed before the objective review. The removed page(s) will not be made available to reviewers.

In instances where formatting and font requirements are not adhered to, ACF uses a formula to determine the actual number of pages to be removed. The formula counts the number of characters an applicant uses when following the instructions and using 12-point TNR and compares the resulting number with that of the submitted application. For example, an applicant using TNR, 11-point font, with 1-inch margins all around, and single-spacing, would have an additional 26 lines, or 1500 characters, which is equal to 4/5 of an additional page. Extra pages resulting from this formula will be removed and will not be reviewed. Applications that have more than one scanned page of a document on a single page will have the page(s) removed from the review.

For applicants that submit paper applications, double-sided pages will be counted as two pages. When the maximum allowed number of pages is reached, excess pages will be removed and will not be made available to reviewers.

NOTE: Applicants failing to adhere to ACF's FOA formatting, font, and page limitation requirements will receive a letter from ACF notifying them that their application was amended. The letter will be sent after awards have been issued and will specify the reason(s) for removal of page(s).

Copies Required

Applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application package.

Applicants submitting applications in paper format must submit one original and two copies of the complete application, including all Standard Forms and OMB-approved forms. The original copy must have original signatures.

Signatures

Applicants submitting electronic applications must follow the registration and application submission instructions provided at www.Grants.gov.

The original of a paper format application must include original signatures of the authorized representatives.

Accepted Application Format

With the exception of the required Standard Forms (SFs) and OMB-approved forms, all application materials must be formatted so that they are 8 ½" x 11" white paper with 1-inch margins all around.

If possible, applicants are encouraged to include page numbers for each page within the application.

ACF generally does not encourage submission of scanned documents as they tend to have reduced clarity and readability. If documents must be scanned, the font size on any scanned documents must be large enough so that it is readable. Documents must be scanned page-for-page, meaning that applicants may not scan more than one page of a document onto a single page.

PAGE LIMITATIONS AND CONTENT FOR ALL SUBMISSION FORMATS:

The **Project Description** is limited to 75 pages and must include the following items in this order. **All items must be labeled, numbered, and organized clearly in the Table of Contents.**

- Table of Contents
- Project Summary/Abstract
- Objectives and Need for Assistance
- Geographic Location
- Reference to Legal Status of Applicant (see CDC definition included in *Section I. Program Description, Definition of Terms*)
- Business Plan - Project Viability
- Business Plan - Project Implementation
- Business Plan - Financial Strategies
- Business Plan - Organizational Profile
- Business Plan - Past Performance with Similar Job Creation Projects
- Business Plan - Staff and Position Data
- Letters of Support Narrative (actual letters should be included in the Appendices)
- Plan for Oversight of Federal Award Funds
- Project Budget and Budget Justification
- Bonus Points - Collaboration with Other Federal HFFI Programs and Certain Additional Federal Programs that Address Healthy Food Access
- Bonus Points - Underserved Areas: States or Trust Territories Without Active CED-HFFI Grants
- Bonus Points - Underserved Areas: Project Located in County with Persistent Poverty
- Bonus Points - Alignment with Comprehensive Neighborhood Change Initiatives

The **Appendices** are limited to 125 pages and must include the following in this order. Please include a Table of Contents for all items provided in the appendices. **All items must be labeled, numbered, and organized clearly in the Table of Contents.**

- Table of Contents
- Proof of Legal Status/Proof of Non-Profit Status
- Market Research and Data
- Evidence of Site Control
- Financial Documentation (i.e., profit and loss forecasts or pro forma, cash flow projections,

- balance sheets, and sources and uses of funds statements)
- Third-party Agreements
- Resumes
- Letters of Support
- Audited Financial Statements
- Other Supporting Documentation

ELECTRONIC APPLICATION SUBMISSION INSTRUCTIONS

Applicants are required to submit their applications electronically unless they have requested and received an exemption that will allow submission in paper format. See *Section IV.2. Application Submission Options* for information about requesting an exemption.

Electronic applications will only be accepted via www.Grants.gov. **ACF will not accept applications submitted via email or via facsimile.**

Each applicant is required to upload ONLY two electronic files, excluding SFs and OMB-approved forms.

File One: Must contain the entire Project Description, and the Budget and Budget Justification (including a line-item budget and a budget narrative).

File Two: Must contain all documents required in the Appendices.

Adherence to the Two-File Requirement

No more than two files will be accepted for the review. Applications with additional files will be amended and files will be removed from the review. SFs and OMB-approved forms will not be considered additional files.

Application Upload Requirements

ACF strongly recommends that electronic applications be uploaded as Portable Document Files (PDFs). One file must contain the entire Project Description and Budget Justification; the other file must contain all documents required in the Appendices. Details on the content of each of the two files, as well as page limitations, are listed earlier in this section.

To adhere to the two-file requirement, applicants may need to convert and/or merge documents together using a PDF converter software. Many recent versions of Microsoft Office include the ability to save documents to the PDF format without need of additional software. Applicants using the Adobe Professional software suite will be able to merge these documents together. ACF recommends merging documents electronically rather than scanning multiple documents into one document manually, as scanned documents may have reduced clarity and readability.

Applicants must ensure that the version of Adobe Professional they are using is compatible with Grants.gov. To verify Adobe software compatibility please go to Grants.gov and click on “Support” at the top bar menu and select “Adobe Software Compatibility”, which is listed under the topic “Find Answers Online.” The Adobe verification process allows applicants to test their version of the software by opening a test application package. Grant.gov also includes guidance on how to download a supported version of Adobe, as well as troubleshooting instructions if an applicant is unable to open the test application package. There is also a help page for configuring Firefox and Chrome to open PDFs using Adobe software.

The Adobe Software Compatibility page located on Grants.gov also provides guidance for applicants that have received error messages while attempting to save an application package. It also addresses local network and/or computer security settings and the impact this has on use of Adobe software.

For any systems issues experienced with Grants.gov or with SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf under "How to Apply for a Grant/Submit an Application."

Required Standard Forms (SFs) and OMB-approved Forms

Standard Forms (SFs) and OMB-approved forms, such as the SF-424 application and budget forms and the SF-P/PSL (Project/Performance Site Location), are uploaded separately at Grants.gov. These forms are submitted separately from the Project Description and Appendices files. See *Section IV.2. Required Forms, Assurances, and Certifications* for the listing of required Standard Forms, OMB-approved forms, and required assurances and certifications.

Naming Application Submission Files

Carefully observe the file naming conventions required by www.Grants.gov. Limit file names to 50 characters (characters and spaces). Special characters that are allowed under Grants.gov's naming conventions, and are accommodated by ACF's systems, are listed in the instructions available in the Download Application Package at Grants.gov. Please also see <http://www.grants.gov/web/grants/applicants/submitting-utf-8-special-characters.html>.

Use only file formats supported by ACF

It is critical that applicants submit applications using only the supported file formats listed here. While ACF supports all of the following file formats, **we strongly recommend that the two application submission files (Project Description and Appendices) are uploaded as PDF documents in order to comply with the two file upload limitation.** Documents in file formats that are not supported by ACF will be removed from the application and will not be used in the competitive review. This may make the application incomplete and ACF will not make any awards based on an incomplete application.

ACF supports the following file formats:

- Adobe PDF – Portable Document Format (.pdf)
- Microsoft Word (.doc or .docx)
- Microsoft Excel (.xls or .xlsx)
- Microsoft PowerPoint (.ppt)
- Corel WordPerfect (.wpd)
- Image Formats (.JPG, .GIF, .TIFF, or .BMP only)

Do Not Encrypt or Password-Protect the Electronic Application Files

If ACF cannot access submitted electronic files because they are encrypted or password protected, the affected file will be removed from the application and will not be reviewed. This removal may make the application incomplete and ACF will not make awards based on an incomplete application.

FORMATTING FOR PAPER APPLICATION SUBMISSIONS:

The following requirements are only applicable to applications submitted in paper format. Applicants must receive an exemption from ACF in order for a paper format application to be accepted for review. See *Section IV.2. Request an Exemption from Required Electronic Application Submission* later in this section under *Application Submission Options* for more information.

Format Requirements for Paper Applications

All copies of mailed or hand-delivered paper applications must be submitted in a single package. If an applicant is submitting multiple applications under a single FOA, or multiple applications under separate FOAs, each application submission must be packaged separately. The package(s) must be clearly labeled for the specific FOA it addresses by FOA title and by Funding Opportunity Number (FON).

Because each application will be duplicated, do not use or include separate covers, binders, clips, tabs, plastic inserts, maps, brochures, or any other items that cannot be processed easily on a photocopy machine with an automatic feed. Do not bind, clip, staple, or fasten in any way separate sections of the application. Applicants are advised that the copies of the application submitted, not the original, will be reproduced by the federal government for review. **All application materials must be one-sided for duplication purposes. All pages in the application submission must be sequentially numbered.**

Addresses for Submission of Paper Applications

See *Section IV.7. Other Submission Requirements* for addresses for paper format application submissions.

Required Forms, Assurances, and Certifications

Applicants seeking grant or cooperative agreement awards under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications with the application. All required Standard Forms, assurances, and certifications are available in the Application Package posted for this FOA at www.Grants.gov.

Other versions of required Standard Forms, assurances, and certifications are available at Grants.gov <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
Certification Regarding Lobbying (Grants.gov Lobbying Form)	Submission required of all applicants with the application package. If it is not submitted with the application package, it must be submitted prior to the award of a grant.	Submission of the certification is required for all applicants.
SF-424 - Application for Federal Assistance	Submission is required for all applicants by the application due date.	Required for all applications.

<p>SF-LLL - Disclosure of Lobbying Activities</p>	<p>If submission of this form is applicable, it is due at the time of application. If it is not available at the time of application, it may also be submitted prior to the award of a grant.</p>	<p>If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.</p>
<p>SF-424A Budget Information - Non-Construction Programs / SF-424B Assurances - Non-Construction Programs and SF-424C - Budget Information Construction Programs / SF-424D - Assurances Construction Programs</p>	<p>Submission is required for all applicants when applying for non-construction and construction activities under the proposed project. Standard Forms must be used. Standard Forms must be submitted by the application due date.</p>	<p>Required for all applications when applying for non-construction and/or construction activities under the proposed project. Please see special instructions in the <i>Checklist</i> in <i>Section VIII. Other Information</i> in this announcement.</p> <ul style="list-style-type: none"> • Projects that include non-construction and construction activities must submit the SF-424A, B, C, and D, along with the SF-424 and SF-P/PSL. <p>By signing and</p>

		submitting the SF-424B and/or SF-424D, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.
SF-Project/Performance Site Location(s) (SF-P/PSL)	Submission is required for all applicants by the application due date.	Required for all applications. In the SF-P/PSL, applicants may cite their primary location and up to 29 additional performance sites.
Certification of Consistency with Promise Zone Goals and Implementation	Submission is required for applicants proposing a project that is located in and/or will benefit the Promise Zone Initiative.	<p>In order to provide evidence of alignment with the Promise Zone Initiative, the applicant is required to fill out the Certification of Consistency with Promise Zone Goals and Implementation.</p> <p>The proposed project must meet one of the following criteria:</p> <ul style="list-style-type: none"> • The proposed project is solely within Promise Zone boundaries. • The proposed project includes the entire Promise Zone boundaries and other communities. • The proposed project includes a portion of the Promise Zone boundary. • The proposed project is outside of the Promise Zone boundaries,

		but specific and definable services or benefits will be delivered within the Promise Zone or to Promise Zone residents.
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	<p>A DUNS number is required of all applicants.</p> <p>To obtain a DUNS number, go to http://fedgov.dnb.com/webform.</p> <p>Active registration at the Systems Award Management (SAM) website must be maintained throughout the application and project award period.</p> <p>SAM registration is available at http://www.sam.gov.</p>	<p>A DUNS number and SAM registration are eligibility requirements for all applicants.</p> <p>See <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> for more information.</p>
Mandatory Grant Disclosure	<p>Submission is required for all applicants and recipients, in writing, to the awarding agency and to the HHS Office of the Inspector General (OIG) all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award.</p> <p>Disclosures must be sent in writing to:</p> <p>The Administration for Children and Families, U.S. Department of Health and Human Services, Office of Grants Management, 330 C Street, SW., Washington, DC 20201</p> <p><u>And</u></p> <p>U.S. Department of Health and Human Services, Office of Inspector General, ATTN: Mandatory Grant Disclosures, Intake Coordinator, 330 Independence Avenue, SW.,</p>	Mandatory Disclosures, 45 CFR 75.113

	Cohen Building, Room 5527, Washington, DC 20201	
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non-Construction Programs	Submission is required for all applicants when applying for a non-construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a non-construction project. By signing and submitting the SF-424B, applicants are making the appropriate certification of their compliance with all federal statutes relating to nondiscrimination.
SF-424 Key Contact Form	Submission is required for all applicants by the application due date.	Required for all applications.
SF-424C - Budget Information - Construction Programs and SF-424D - Assurances - Construction Programs	Submission is required for all applicants when applying for a construction project. Standard Forms must be used. Forms must be submitted by the application due date.	Required for all applications when applying for a construction project. By signing and submitting the SF-424D, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Non-Federal Reviewers

Since ACF will be using non-federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

The Project Description

The Project Description Overview

Purpose

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. It should address the activity for which federal funds are being requested, and should be consistent with the goals and objectives of the program as described in *Section I. Program Description*. Supporting documents should be included where they can present information clearly and succinctly. When appropriate, applicants should cite the evaluation criteria that are relevant to specific components of their project description.

Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

Applicants should develop project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

General Instructions for Preparing a Full Project Description**Introduction**

Applicants must prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria in *Section V.1. Criteria*. The text options give a broad overview of what the project description should include while the evaluation criteria identify the measures that will be used to evaluate applications.

Table of Contents

List the contents of the application including corresponding page numbers. The table of contents must be single spaced and will be counted against the total page limitations.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced, in Times New Roman 12-point font, and limited to one page in length. Additional pages will be removed and will not be reviewed.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as well as data describing the needs of the target population and the proposed service area as needed. When appropriate, a literature review should be used to support the objectives and needs described in this section.

Geographic Location

Describe the precise location of the project and boundaries of the area to be served by the proposed project.

Legal Status of Applicant Entity

Applicants must provide the following documentation:

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a state taxing body, state attorney general, or other appropriate state official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a state or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

Unless directed otherwise, applicants must include proof of non-profit status in the *Appendices* file of the electronic application submission.

Business Plan

When federal grant funds will be used to support a business operation, provide a business plan. The business plan shall include:

A realistic project plan with a timeline and key milestones;

- Documentation that demonstrates site control;
- Financial documents that show that all necessary financing is in place and not contingent upon financing sources; and
- Signed agreements in place with the first identified borrower or investment and other project partners.

The following elements must be addressed in the detail in your application.

PROJECT VIABILITY

The business plan for the CED project must indicate a high likelihood of success in creating and/or expanding participating business(es), which will in turn create jobs for individuals with low-income. It must provide a clear overview of the nature of the project, how the business(es) will be created and/or expanded, and how the new jobs will be created. It must also discuss whether the project is construction or non-construction and whether the project involves business creation or business expansion, and equity stock or loan investment. The business plan must provide an overall approach to the project.

The financial feasibility of the participating business(es) must be demonstrated for project viability. Supporting documentation demonstrating financial feasibility (profit and loss statements, forecasts, balance sheets, and sources and uses of funds statements) for all funds available to the project must be provided in the application. See “*financial feasibility/viability*” in the *Definition of Terms* available in *Section I. Program Description*.

The business plan must include an implementation plan that provides sufficient details regarding how each aspect of the project will be implemented in order to demonstrate feasibility. In addition to demonstrating financial viability, the implementation plan must, at a minimum, contain a list of milestones, linkages to proposed project outcomes, a discussion of how those milestones will be achieved, and an analysis of any factors that might affect the schedule and proposed strategies for dealing with them. A quarterly timeline covering all years of the project and identifying when the specific milestones will be achieved must document that the new positions to be created will be in place at least 1 year before the anticipated project end date.

The application demonstrates that the project will create positions in a viable industry by discussing the industry's short and long-term outlook and identifying any critical risks relating to the industry. The application must present market research analyzing competition, estimated market share and sales, and analyzing customer base by market segment, size, and trends. Market research and industry data used to support the application must come from recent (i.e., within the past 5 years) published sources, and reference citations must be provided.

The applicant must provide evidence that a viable recruitment strategy and tracking system has been established to ensure that a minimum of 75 percent of the new positions are filled by individuals with low-income as defined by HHS poverty guidelines in the *Definition of Terms* available in *Section I. Program Description*. The application must demonstrate that the strategy will focus on the number of positions created rather than the number of individuals hired to fill them over the course of the grant. The application must provide signed agreements with social service providers (as defined in the *Definition of Terms* available in *Section I. Program Description*) to obtain and document low-income referrals. Agreements must describe the roles and responsibilities the applicant and public agencies will have in support of the project and be signed and dated by both the applicant and public agency staff with signature authority.

The application must demonstrate that the number and types of new full-time positions that will be created are appropriate for the project. The following information must be included: position title and a summary description of the duties associated with the position; anticipated starting wage or salary; a projection of wage or salary growth opportunities; and employee benefits that will be offered.

The application must demonstrate that the full-time positions created will be sustained for at least one year after the end of the grant period. It must list the steps that will be taken to set up the project solidly and position it for continued success after the end of the grant period.

The application must describe how any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants

and/or project beneficiaries. Provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. The application must also provide a plan for the disposition of such information at the end of the project period.

PROJECT IMPLEMENTATION

The applicant will demonstrate that adequate resources will be available to implement the project as described in the business plan with or without additional project partners, such as investors, donors, subsidiary organizations, entities receiving an equity investment from the grantee, etc. This includes identifying any competing activities that might reduce the availability of the resources for this project. If the applicant does not need outside resources to carry out the project, the application must clearly explain how each part of the project will be accomplished using CED funds and resources provided by the applicant only.

The applicant must demonstrate control of the site and/or facilities required to operate the project or that *site control* is conditioned only on the receipt of the grant award. A discussion of the procedures that will be used to acquire any required equipment must be provided in order to demonstrate the grantee's readiness to undertake the project in compliance with all program requirements. The application must provide proof that the physical facility will be secured. See “*site control*” in the *Definition of Terms* available in *Section I. Program Description*.

The applicant will provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

The applicant will describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

For a newly established entity, an official (executive director or board member authorized to make decisions on behalf of the organization) must provide a signed statement agreeing to establish a financial management system, developed in accordance with 45 CFR Part 75.302, within 6 months of incorporation of the new entity, along with a signed financial statement stating that the organization is financially healthy.

If the applicant proposes to use any portion of the CED funds as an equity stock investment in a participating business, the application should specify the investment and demonstrate that any equity stock investment agreement will be in compliance with Chapter 45 of the Code of Federal Regulations (CFR), Part 75.322 (45 CFR Part 75.322) concerning intangible property. An equity stock investment agreement must contain, at a minimum, the following information: the purpose(s) for which the applicant will make the equity stock investment; the type of equity stock transaction (such as stock purchase); the cost-per-share and basis on which the applicant derived the cost-per-share; the number of shares the applicant will purchase; the percentage of applicant ownership in the business; and the term or duration of the agreement. If the grantee's equity stock investment equals 25 percent or more of the businesses' assets, the applicant must demonstrate adequate representation on the board.

For *loan* projects, the application must identify the specific participating business(es) that will receive the loan(s) and demonstrate how loans will be made in compliance with all program requirements described elsewhere in this announcement, including 45 CFR Part 75.322 concerning intangible property. This must contain, at a minimum, the following information: strategies to ensure that *loan* funds go to eligible beneficiaries for business development activities; that the interest rate charged

will be at or below market rate; that copies of executed *loan* agreements will be submitted to ACF upon establishing such loans with program participants; that any interest accrued on loans will be used to continue or expand the activities of the originally approved project during the grant period; and that any repaid principal on such loans that is no longer needed for the originally authorized purpose of the CED program will revert to ACF (see 45 CFR Part 75.322 for additional information pertaining to the use of intangible property). Applications must provide sample *loan* agreements that include: name of the specific business(es) receiving the loans; the type(s) of business(es); the business development plan(s); the purpose(s) for which the applicant will make a *loan*; the *loan* period; the interest rate to be charged that will be at or below market rate; the repayment schedule; the collateral security required; the default and collection procedures; the signatures of the authorized officials of the lender and borrower; and a commitment by the borrower to create new, full-time, full-year jobs - at least 75 percent of which will be filled by individuals with low-income.

In all instances involving a *loan*, the applicant must identify the business(es) that will receive the initial loans, not any subsequent future loans. The applicant must also indicate that copies of executed *loan* agreements will be submitted to ACF upon establishing such loans with program participants. Additionally, re-payment of all loans funded with CED funds must begin during the course of the funded project period and a *balloon payment* (if any) must be made before the project period ends.

FINANCIAL STRATEGIES

The applicant must include an acceptable financial plan for the project that demonstrates that the project will be economically feasible by the conclusion of the grant period: 3 years for non-construction and 5 years for construction projects. In addition, the plan must demonstrate that the project will remain viable for at least 1 year after the end of the grant period. For business project partners currently in existence, the applicant must evaluate the feasibility of new job creation based upon current and projected business operations as verified by market analysis.

Sources and uses of funds documentation must be provided for both CED and non-CED funding sources (if applicable) necessary to implement the project along with an itemization of expenses by funding source. The financial plan must also demonstrate:

- That the project will create at least the minimum number of jobs for the amount of the requested award equal to the ratio found by dividing the requested award amount by \$25,000 for construction projects or \$20,000 for non-construction projects. For examples of number of jobs based on specific award amounts, see *Appendix A: Sample Chart of Jobs Created* at the end of this announcement.
- That future program income is not necessary to meet the funding needs for implementation of the project design. Program income may be used to demonstrate the long-term sustainability of the project, but since CED projects should be ready for implementation at the time of the award. Future program income cannot be used to meet the non-CED funding needs for project implementation.

For projects that involve non-CED funding, the application must provide evidence that all capital requirements have been met through financing, cash resources, or in-kind contributions. This must, at a minimum, contain the following:

- Commitment letters describing unconditional financial commitments for loans, municipal, federal or state tax credits, equity stock investments, or other supporting grants and investments.
- The applicant's financial statement of cash available showing the ability of the applicant to contribute any non-CED cash resources that are needed for the project.
- Documentation of *in-kind contributions* of personal property and a demonstration of how the value of those contributions was derived.

If the applicant does not intend to use non-CED funds to finance the project, the budget must clearly demonstrate the ability of the applicant to carry out a successful project and accomplish its goals with only CED funds.

For projects involving construction, financial plans must have all construction aspects of the project, including property acquisition costs, predevelopment costs, architectural costs, engineering costs, environmental study costs, costs for building permit acquisition and use, occupancy costs, and hard construction costs.

ORGANIZATIONAL PROFILE

The application must demonstrate the organization, its staff, and its project partners have sufficient and relevant experience and success in developing and operating a business(es) similar to that to be conducted under the proposed project and the majority of the Board of Directors has granted board approval (see *Definition of Terms* available in *Section I. Program Description*) for the proposed project. Applicants that cannot demonstrate substantial experience with economic development projects similar in size and scope to those proposed in the application must provide evidence of a viable partnership with a more experienced partner (as defined in *Section I. Program Description*) and evidence of a workable and strategic arrangement for the more experienced partner to provide the administrative, technical, and/or financial technical assistance needed to ensure the success of the project.

If the applicant proposes to partner with organizations that will directly or indirectly spend CED funds and/or create new full-time, full year positions, the application must include a partnership agreement between the applicant and the project partner that includes a description of roles and the relationship between the applicant and project partner. The agreement must be signed by all parties and, at a minimum, contain the following items:

- A minimum of 75 percent of the positions created and tracked as a result of the project partner's involvement in the project will be filled by individuals with low-income;
- Prospective candidates for positions to be filled by individuals with low-income will be recruited and verified as eligible under the program;
- Strategies for retention of individuals with low-income in the newly created positions have been established;
- Detailed records documenting appropriate expenditures of grant funds will be provided regularly;
- The grantee will play a substantive role in the project and will actively monitor the partner's activities to ensure compliance with CED program requirements;
- All parties will cooperate with federal monitoring efforts; and
- The *project partner* will maintain accurate, unduplicated counts of positions created, as distinct from the number of individuals hired to fill them over the course of the grant.

The application must also demonstrate the project partner's financial viability and provide evidence that the partner has the capacity to responsibly manage the proposed federal funds.

For bonus points, the application must demonstrate that the proposed project is located in shared designated target areas that align with and will benefit the selectee(s) of the *Promise Zone Initiative* or *Choice Neighborhoods* Program. The application must provide a signed letter of support documenting the extent of involvement/collaboration and clearly outlining roles and responsibilities and any support and/or resources to be provided as a result of this partnership. More information about these programs is available in the Definitions in *Section I. Program Description*.

PAST PERFORMANCE WITH SIMILAR JOB CREATION PROJECTS

The application must provide evidence of two business creation or business expansion projects undertaken by the applicant within the last ten years that are substantially similar to the project for which CED funding is being requested and were successful in creating full-time, full-year positions that lasted for at least one year beyond the project period. For each of the two business creation or business expansion project examples given, the application must provide: a quantitative and qualitative description of the impact of these projects (the number of jobs created for individuals with low-income, wages, benefits, and position descriptions); and the number of years of project operation and position availability.

STAFF AND POSITION DATA

The application must demonstrate through biographical sketches, degree information, resumes, and descriptions of previous project experience that the identified staff are qualified to carry out the proposed project. Resumes must be no more than two pages in length and identify staff percent of time available for the project.

The application must clearly state whether all key project staff positions are filled and show that identified staff have the appropriate time commitment available and experience in supervision, finance and business development and management, and working with the target population. Staff experience must be pertinent and describe individuals' skills and experience in enough detail to demonstrate an ability to fulfill the tasks assigned to them.

In cases where a key staff person has not yet been hired, the application must demonstrate that an appropriate position description, recruitment strategy, and estimated hiring timeline have been developed.

Third-Party Agreements

Third-party agreements include Memoranda of Understanding (MOU) and Letters of Commitment. General letters of support are **not** considered to be third-party agreements. Third-party agreements must clearly describe the project activities and support to which the third party is committing.

Third-party agreements must be signed by the person in the third-party organization with the authority to make such commitments on behalf of their organization.

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Collaboration/consortia applicants must provide letters of commitment or MOU identifying the primary applicant that is responsible for administering the grant. The primary applicant must provide documentation of the commitments made by partnering organizations and describe in detail their roles and responsibilities as partners in the collaboration/consortia.

A third-party agreement covering a loan transaction must contain, at a minimum, the following information: (1) purpose(s) for which the loan is being made; (2) interest rates and other fees; (3) terms of the loan; (4) repayment schedules; (5) Collateral security; (6) default and collection procedures; (7) signatures of the authorized officials of the lender and the borrower.

A third-party agreement covering an equity investment must contain, at a minimum, the following: (1) purpose(s) for which the equity investment is being made; (2) the type of equity transaction (e.g. stock purchase); (3) cost per share and basis on which the cost per share is derived; (4) number of shares being purchased; (5) percentage of ownership in the business; (6) term of duration of the agreement; (7) number of seats on the board, if applicable; (8) signatures of the authorized officials of the grantee and third party organization.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions must be included in the application package.

Plan for Oversight of Federal Award Funds

Provide a plan describing how oversight of federal funds will be ensured and how grant activities and partner(s) will adhere to applicable federal and programmatic regulations. Applicants must identify staff that will be responsible for maintaining oversight of program activities, staff, and partner(s). Applicants must describe procedures and policies used to oversee staff and/or partners/contractors.

Describe organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.

The Project Budget and Budget Justification

All applicants are required to submit a project budget and budget justification with their application. The project budget is entered on the Budget Information Standard Form, either SF-424A or SF-424C, according to the directions provided with the SFs. The budget justification consists of a budget narrative and a line-item budget detail that includes detailed calculations for "object class categories" identified on the Budget Information Standard Form. Applicants must indicate the method they are selecting for their indirect cost rate. See Indirect Charges for further information.

Project budget calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching or cost sharing is a requirement, applicants must include a detailed listing of any funding sources identified in Block 18 of the SF-424 (Application for Federal Assistance). See the table in *Section IV.2. Required Forms, Assurances, and Certifications* listing the appropriate budget forms to use in this application.

Special Note: *The Consolidated Appropriations Act, 2016, (Title VII, General Provisions – Government-Wide), limits the salary amount that may be awarded and charged to ACF grants and cooperative agreements. Award funds issued under this announcement may not be used to pay the salary, or any percentage of salary, to an individual at a rate in excess of Executive Level II. The Executive Level II salary of the "Rates of Pay for the Executive Schedule" is \$185,100. This amount reflects an individual's base salary exclusive of fringe benefits and any income that an individual may be permitted to earn outside of the duties of the applicant organization. This salary limitation also applies to subawards and subcontracts under an ACF grant or cooperative agreement.*

Provide a budget using the 424A and/or the 424C, as applicable, for the proposed project that is being fully funded (the budget period and the project period are the same). Provide a budget justification, which includes a budget narrative and a line-item detail, for the proposed project. The budget narrative should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

The application budget must contain funding for all required items, including travel for one staff member to attend a training and technical assistance conference in Washington, DC, during each year of the grant and, if the applicant is partnering with an experienced CDC, funds to cover the costs of this support (for example, travel costs, payments to cover staff time, etc.).

General

Use the following guidelines for preparing the budget and budget justification. Both federal and non-federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-federal resources" are all other non-ACF federal and non-federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, federal budget; next column(s), non-federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant. Contractors and consultants should not be placed under this category.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, and taxes.

Travel

Description: Costs of out-of-state or overnight project-related travel by employees of the applicant organization. Do not include in-state travel or consultant travel.

Justification: For each trip show the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key project staff to attend ACF-sponsored workshops/conferences/grantee orientations should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year per unit and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective

in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the applicant organization's regular written accounting practices.)

Justification: For each type of equipment requested applicants must provide a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use of the equipment in the project; as well as a plan for the use, and/or disposal of, the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category. This includes office and other consumable supplies with a per-unit cost of less than \$5,000.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third-party evaluation contracts, if applicable, and contracts with secondary recipient organizations (with budget detail), including delegate agencies and specific project(s) and/or businesses to be financed by the applicant. This area is not for individual consultants.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients and subrecipients, other than states that are required to use 45 CFR Part 75 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed by 41 U.S.C. § 134, as amended by 2 CFR Part 200.88, and currently set at \$150,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc., available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each contractor/sub-contractor, by agency title, along with the same supporting information referred to in these instructions. If the applicant plans to select the contractors/sub-contractors post-award and a detailed budget is not available at the time of application, the applicant must provide information on the nature of the work to be delegated, the estimated costs, and the process for selecting the delegate agency.

Construction

Description: Costs of construction by applicant or contractor.

Justification: Provide a detailed budget and narrative in accordance with the instructions for other object class categories. Identify which construction activities/costs will be contractual and those that the applicant will assume.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: consultant costs, local travel; insurance; food (when allowable); medical and dental costs (noncontractual); professional services costs (including audit charges); space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description, and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category has one of two methods that an applicant can select. An applicant may only select one.

1) The applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant federal agency.

Note: An applicant must enclose a copy of the current approved rate agreement. If the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

2) Per 45 CFR § 75.414(f) Indirect (F&A) costs, “any non-Federal entity [i.e., applicant] that has never received a negotiated indirect costs rate, ... may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in § 75.403, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all Federal awards until such time as a non-Federal entity chooses to negotiate for a rate, which the non-Federal entity may apply to do at any time.”

Justification: This method only applies to applicants that have never received an approved negotiated indirect cost rate from HHS or another cognizant federal agency. Applicants awaiting approval of their indirect cost proposal may request the 10 percent de minimis. When the applicant chooses this method, costs included in the indirect cost pool must not be charged as direct costs to the grant.

Program Income

Description: The estimated amount of income, if any, expected to be generated from this project. Program income includes, but is not limited to, income from fees for services performed, the use or rental of real or personal property acquired under federally-funded projects, the sale of commodities or items fabricated under an award, license fees and royalties on patents and copyrights, and interest on loans made with award funds.

Justification: Describe the nature, source, and anticipated use of program income in the budget or refer to the pages in the application that contain this information.

Commitment of Non-Federal Resources

Description: Amounts of non-federal resources that will be used to support the project as identified in Block 18 of the SF-424. The match calculation applies to the total project cost (including match) and not just to the federal share.

Justification: If an applicant is relying on match from a third party, then a firm commitment of these resources (letter or other documentation) is required with the application. Detailed budget information

must be provided for every funding source identified in Block 18 of the SF-424.

Note: Applicants are required to fully identify and document in their applications the specific costs or contributions they propose in order to meet a matching or cost-sharing requirement. Applicants are also required to provide documentation in their applications on the sources of funding or contribution(s) and, for in-kind contributions, a justification of how the stated valuation was determined.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act of 1995, 44 U.S.C. §§ 3501-3521, the public reporting burden for the Project Description and Budget/Budget Justification is estimated to average 60 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description and Budget/Budget Justification information collection is approved under OMB control number 0970-0139, expiration date is 01/31/2019. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

Additional guidance on the submission of electronic applications can be found at <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>.

After a grant application package is submitted to www.Grants.gov, a confirmation screen will appear on the applicant's computer screen. This screen confirms that an application has been submitted an application to Grants.gov. This page also contains a tracking number to identify the status of the application submission in the Track My Application feature.

When the application has completed the Grants.gov submission process, Grants.gov will send email messages to advise the applicant of the progress of the application through its system.

Over the next two business days, an applicant should receive two emails from Grants.gov:

- **Submission Receipt Email:** Confirms successful receipt of the application by the Grants.gov system and indicates the application's status as "Received."
- **Submission Validation –OR– Rejection with Errors Email:** Indicates that the application was either successfully validated or rejected by Grants.gov. Either the application has been successfully validated by the system prior to transmission to the grantor agency or the application has been rejected due to errors.

Application Validation at www.Grants.gov

After an application has been successfully submitted to www.Grants.gov, it still must pass a series of validation checks. After an application is submitted, Grants.gov generates a submission receipt via email and also sets the application status to "Received." This receipt verifies that the application has been successfully delivered to the Grants.gov system.

Next, Grants.gov verifies the submission is valid by ensuring it does not contain viruses, the opportunity is still open, and the applicant login and applicant DUNS number match. If the submission is valid, Grants.gov generates a submission validation receipt via email and sets the application status to "Validated."

If the application is not validated, the application status is set to "Rejected." The system sends a rejection email notification to the applicant and the applicant must re-submit the application package. See "What to Expect After Submitting" at www.Grants.gov for more information.

Each time an application is re-submitted to www.Grants.gov, the applicant will receive a new **Submission Receipt Email**. Only applications with on-time date and time stamps in Submission Receipt Email, and that pass validation, will be transmitted to ACF. Applications that are submitted on time that fail the validation check are not be transmitted to ACF and will not be acknowledged.

NOTE: The Grants.gov validation check can affect whether the application is accepted for review. If an application fails the Grants.gov validation check and is not resubmitted by 11:59 p.m., ET, on the due date, it will not be transmitted to ACF and will be excluded from the review.

Similarly, if an applicant resubmits their application to Grants.gov by 11:59 p.m., ET, on the due date, and the resubmitted application does not pass the validation check, it will not be transmitted to ACF and will be excluded from the review.

Grants.gov Support Center

- If applicants encounter any technical difficulties in using www.Grants.gov, contact the Grants.gov Support Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Support Center is closed on federal holidays.
- Applicants should always retain Grants.gov Support Center service ticket number(s) as they may be needed for future reference.
- **Contact with the Grants.gov Support Center prior to the listed application due date and time does not ensure acceptance of an application. If difficulties are encountered, the Grants Management Officer listed in *Section VII. HHS Awarding Agency Contact(s)* will determine whether the submission issues are due to Grants.gov system errors or user error.**

Issues with Federal Systems

For any systems issues experienced with Grants.gov or SAM.gov, please refer to ACF's "Policy for Applicants Experiencing Federal Systems Issues" document for complete guidance at https://www.acf.hhs.gov/sites/default/files/assets/systems_issue_policy_final.pdf.

Request an Exemption from Required Electronic Application Submission

ACF recognizes that some applicants may have limited or no Internet access, and/or limited computer capacity, which may prohibit them from uploading large files at www.Grants.gov. To accommodate such applicants, ACF offers an exemption from required electronic submission. The exemption will allow applicants to submit hard copy, paper applications by hand-delivery, applicant courier, overnight/express mail couriers, or by other representatives of the applicant.

To receive an exemption from required electronic application submission, applicants must submit a written request to ACF that must state that the applicant qualifies for the exemption for one of the two following reasons:

- Lack of Internet access or Internet connection, or

- Limited computer capacity that prevents the uploading of large documents (files) at www.Grants.gov.

Applicants may request and receive the exemption from required electronic application submission by either:

- Submitting an email request to electronicappexemption@acf.hhs.gov, or
- Sending a written request to the Office of Grants Management Contact listed in *Section VII. HHS Awarding Agency Contact(s)* in this announcement.

Requests for exemption from required electronic application submission will be acknowledged with an approval or disapproval.

Requests that do not state one of the two listed reasons will not be approved.

An exemption is applicable to all applications submitted by the applicant organization during the Federal Fiscal Year (FFY) in which it is received. Applicants need only request an exemption once in a FFY. Applicants must request a new exemption from required electronic submission for any succeeding FFY.

Please Note: electronicappexemption@acf.hhs.gov may only be used to request an exemption from required electronic submission. All other inquiries must be directed to the appropriate agency contact listed in *Section VII.* of this announcement. Queries or requests submitted to this email address for any reason other than a request for an exemption from electronic application submission will not be acknowledged or answered.

All exemption requests must include the following information:

- Funding Opportunity Announcement Title,
- Funding Opportunity Number (FON),
- The listed Catalog of Federal Domestic Assistance (CFDA) number,
- Name of Applicant Organization and DUNS Number,
- AOR name and contact information,
- Name and contact information of person to be contacted on matters involving the application (i.e., the Point of Contact), and
- The reason for which the applicant is requesting an exemption from electronic application submission. The request for exemption must state one of the following two reasons: 1) lack of Internet access or Internet connection; or 2) lack of computer capacity that prevents uploading large documents (files) to the Internet.

Exemption requests must be received by ACF no later than two weeks before the application due date, that is, 14 calendar days prior to the application due date listed in the *Overview* and in *Section IV.4. Submission Dates and Times*. If the fourteenth calendar day falls on a weekend or federal holiday, the due date for receipt of an exemption request will move to the next federal business day that follows the weekend or federal holiday.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* of this announcement.

Paper Format Application Submission

An exemption is required for the submission of paper applications. See the preceding section on "*Request an Exemption from Required Electronic Application Submission.*"

Applicants with exemptions that submit their applications in paper format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the AOR, and be unbound. The original copy of the application must have original signature(s). See *Section IV.7.* of this announcement for address information for paper format application submissions. Applications submitted in paper format must be received by 4:30 p.m, ET, on the due date.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.4. Submission Dates and Times* in this announcement.

IV.3. Unique Entity Identifier and System for Award Management (SAM)

All applicants must have a DUNS Number (<http://fedgov.dnb.com/webform>) and an active registration with the System for Award Management (SAM.gov/SAM, <https://www.sam.gov>).

Obtaining a DUNS Number may take 1 to 2 days.

All applicants are required to maintain an active SAM registration until the application process is complete. If a grant is awarded, registration at SAM must be active throughout the life of the award.

Plan ahead. Allow at least 10 business days after you submit your registration for it to become active in SAM and at least an additional 24 hours before that registration information is available in other government systems, i.e. Grants.gov.

This action should allow you time to resolve any issues that may arise. Failure to comply with these requirements may result in your inability to submit your application through Grants.gov or prevent the award of a grant. Applicants should maintain documentation (with dates) of your efforts to register for, or renew a registration, at SAM. User Guides are available under the "Help" tab at <https://www.sam.gov>.

HHS requires all entities that plan to apply for, and ultimately receive, federal grant funds from any HHS Agency, or receive subawards directly from recipients of those grant funds to:

- Be registered in the SAM prior to submitting an application or plan;
- Maintain an active SAM registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its active DUNS number in each application or plan it submits to the OPDIV.

ACF is prohibited from making an award until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not

complied with these requirements, ACF:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

IV.4. Submission Dates and Times

Due Date for Applications: **04/27/2016**

Due Date for Applications:

For FY 2016, the FOA will be open for application submission at least 60 days prior to the listed due date.

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* section and in this section. See *Section III.3. Other, Application Disqualification Factors*.

Electronic Applications

The deadline for submission of electronic applications via www.Grants.gov is 11:59 p.m., ET, on the due date. Electronic applications submitted at 12:00 a.m., ET, on the day after the due date will be considered late and will be disqualified from competitive review and from funding under this announcement.

Applicants are required to submit their applications electronically via www.Grants.gov unless they received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

ACF does not accommodate transmission of applications by email or facsimile.

Instructions for electronic submission via www.Grants.gov are available at: http://www.grants.gov/applicants/apply_for_grants.jsp.

Applications submitted to www.Grants.gov at any time during the open application period prior to the due date and time that fail the Grants.gov validation check will not be received at ACF. These applications will not be acknowledged.

Mailed Paper Format Applications

The deadline for receipt of mailed, paper applications is 4:30 p.m., ET, on the due date. Mailed paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

Hand-Delivered Paper Format Applications

Applications that are hand-delivered by applicants, applicant couriers, by overnight/express mail couriers, or other representatives of the applicant must be received on, or before, the due date listed in the *Overview* and in this section. These applications must be delivered between the hours of 8:00 a.m. and 4:30 p.m., ET, Monday through Friday (excluding federal holidays).

Applications should be delivered to the address provided in *Section IV.7. Other Submission Requirements*.

Hand-delivered paper applications received after the due date and deadline time will be considered late and will be disqualified from competitive review and from funding under this announcement.

Hand-delivered paper format application submissions will be disqualified if the applicant organization has not received an exemption through the process described in *Section IV.2. Request an Exemption from Required Electronic Application Submission*.

No appeals will be considered for applications classified as late under the following circumstances:

- Applications submitted electronically via www.Grants.gov are considered late when they are dated and time-stamped after the deadline of 11:59 p.m., ET, on the due date.
- Paper format applications received by mail or hand-delivery after 4:30 p.m., ET, on the due date will be classified as late and will be disqualified.
- Paper format applications received from applicant organizations that were not approved for an exemption from required electronic application submission under the process described in *Section IV.2. Request an Exemption from Required Electronic Submission* will be disqualified.

Emergency Extensions

ACF may extend an application due date when circumstances make it impossible for an applicant to submit their applications on time. Only events such as documented natural disasters (floods, hurricanes, tornados, etc.), or a verifiable widespread disruption of electrical service, or mail service, will be considered. The determination to extend or waive the due date, and/or receipt time, requirements in an emergency situation rests with the Grants Management Officer listed as the Office of Grants Management Contact in *Section VII. HHS Awarding Agency Contact(s)*.

Acknowledgement from www.Grants.gov

Applicants will receive an initial email upon submission of their application to www.Grants.gov. This email will provide a **Grants.gov Tracking Number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time stamp**, which serves as the official record of application's submission. Receipt of this email does not indicate that the application is accepted or that it has passed the validation check.

Applicants will also receive an email acknowledging that the received application is in the **Grants.gov validation process**, after which a third email is sent with the information that the submitted application package has passed, or failed, the series of checks and validations. Applications that are submitted on time that fail the validation check will not be transmitted to ACF and will not be acknowledged by ACF.

See "What to Expect After Submitting" at www.Grants.gov for more information.

Acknowledgement from ACF of an electronic application's submission:

Applicants will be sent additional email(s) from ACF acknowledging that the application has been retrieved from www.Grants.gov by ACF. Receipt of these emails is not an indication that the application is accepted for competition.

Acknowledgement from ACF of receipt of a paper format application:

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

IV.5. Intergovernmental Review

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/. Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 330 C St. SW, 3rd Floor, Washington, DC 20201.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.6. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred to raise capital or obtain contributions are unallowable. Fund raising costs for the purposes of meeting the Federal program objectives are allowable with prior written approval from the Federal awarding agency. (45 CFR §75.442)

Proposal costs are the costs of preparing bids, proposals, or applications on potential Federal and non-Federal awards or projects, including the development of data necessary to support the non-Federal entity's bids or proposals. Proposal costs of the current accounting period of both successful and unsuccessful bids and proposals normally should be treated as indirect (F&A) costs and allocated currently to all activities of the non-Federal entity. No proposal costs of past accounting periods will be allocable to the current period. (45 CFR §75.460)

Grant awards will not allow reimbursement of pre-award costs.

Grant awards may not be used to support external evaluations. ACF plans to implement a federally sponsored evaluation strategy to assess the success of approved CED demonstration projects.

Subawards are not permitted under projects receiving funds under this announcement.

Grant awards may not be used to capitalize loan loss reserve funds.

Grant awards may not be used to make a loan with a balloon payment that will be paid after the end of the project period.

Organizations may receive a maximum of one new CED award per year.

IV.7. Other Submission Requirements

Submit paper applications to one of the following addresses. Also see Section IV.2. Request an Exemption from Required Electronic Application Submission.

Submission By Mail

Bridget Shea Westfall
Administration for Children and Families
Office of Grants Management
1401 Mercantile Lane Suite 410
Largo, MD 20774

Hand Delivery

Bridget Shea Westfall
Administration for Children and Families
Office of Grants Management
1401 Mercantile Lane Suite 410
Largo, MD 20774

Electronic Submission

See *Section IV.2.* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.4. Submission Dates and Times.*

V. Application Review Information

V.1. Criteria

Please note: Reviewers will not access, or review, any materials that are not part of the application documents. This includes information accessible on websites via hyperlinks that are referenced, or embedded, in the application. Though an application may include web links, or embedded hyperlinks, reviewers will not review this information as it is not considered to be part of the application documents. Nor will the information on websites be taken into consideration in scoring of evaluation criteria presented in this section. Reviewers will evaluate and score an application based on the documents that are presented in the application and **will not** refer to, or access, external links during the objective review.

Applications will be reviewed and evaluated against the evaluation criteria described in detail in the following sections. Information should be stated clearly and succinctly, linking the organization's proposal to the evaluation criteria. Applicants should focus on who will be responsible for achieving the outcomes of the project, why completion of these activities will help address stated needs, how the proposed activities will be carried out, when the proposed activities will occur, and what financial and programmatic resources will ensure successful completion of the proposed activities and the overall project.

The number of points assigned to each criterion indicates the relative importance of that factor to OCS. The application should be organized to address each criterion in the section where it is requested and in the order requested to ensure that the reviewers can properly evaluate the application. Each application must demonstrate compliance with each of the program elements described in the announcement.

Objectives and Need for Assistance

Maximum Points:5

To evaluate this criterion, reviewers will consider the extent to which the project's goals and location are aligned with the program's intent, and the extent to which the application establishes a clear need for the project to achieve these goals.

As outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Objectives and Need for Assistance*, reviewers will consider the extent to which:

- The application demonstrates that the project's goals and objectives for participant business development, job creation, and contribution to community revitalization align with the goals and objectives of the CED-HFFI program.
- The application demonstrates that the project is needed to:
 - Create or expand participating businesses and create new jobs,
 - Provide jobs in the community that low-income people can get and keep, and
 - Address barriers to self-sufficiency that are insufficiently addressed by other organizations/projects in the area.
- The application identifies ways in which the project can help address personal and community barriers that prevent individuals with low-income from successfully obtaining and holding jobs or creating successful businesses in the community to be served.
 - Examples of community barriers include: lack of adequate, affordable child care; lack of public transportation; lack of markets; unavailability of financing, insurance or bonding; inadequate social services such as employment services and job training; high incidence of crime; inadequate health care; or environmental hazards such as toxic dump sites or leaking underground tanks.
 - Examples of personal barriers include: limited education, substance abuse, insufficient life skills, criminal history, health problems, or disability.
- The application demonstrates that the proposed project will meet the program's objectives by successfully serving individuals with low-income through the creation of employment and business opportunities within the project's service area.
- The application provides recent evidence (published within last 5 years) from U.S. Census updates and other statistics published by federal, state, county, city, or other government bodies that both the unemployment rate and the poverty rate within the project's service area are equal to or greater than the state or national level.

Business Plan - Project Viability

Maximum Points:20

In reviewing this section, reviewers will consider the extent to which the application demonstrates that the project has a high likelihood of success in terms of business and job creation and is well planned and ready to be implemented at the time of the award as outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Business Plan - Project Viability*.

Specifically, reviewers will consider the extent to which:

- The application provides a clear and well-conceived overall approach to the project, with a sound implementation plan that
 - Demonstrates financial feasibility through profit and loss statements, sources and uses of funds statements, cash flow statements, and balance sheets from the business(es) that will be creating jobs,
 - Is consistent with the expectations described in this announcement,
 - Includes a quarterly timeline with specific milestones to be achieved,
 - Indicates that positions will be sustained for at least 1 year after the end of the grant period.
- The application provides recent market research and industry data (published within the last 5 years) that identifies critical industry risks and demonstrates that the project will create positions in an industry with viable short- and long-term outlooks.
- The application includes recent market research and industry data (published within the last 5 years) indicating that the participating business(es) will be viable in terms of competition, anticipated market, customer base, and market trends.
- The application includes a sound and feasible recruitment strategy and tracking system to obtain and document referrals of low-income individuals for employment in at least 75% of the jobs created by the project.
- The application includes signed agreements with public agencies (e.g. TANF, child support, etc.) that demonstrate partnerships to obtain referrals of low-income individuals for employment.
- The application includes the number and types of new permanent, full-time positions that will be created and demonstrates that will allow families to achieve self-sufficiency by providing
 - Competitive starting wages,
 - Wage growth opportunities, and
 - Employee benefits.
- The application describes how any confidential or sensitive information from staff (e.g., background investigations) or project participants and/or project beneficiaries will be collected and protected during the course of the project and how this information will be disposed of after the grant has ended.

Business Plan - Project Implementation

Maximum Points:20

In reviewing this section, reviewers will consider the extent to which the application demonstrates that all necessary resources (e.g., facilities, personnel, etc.) will be available to implement the project at the time of the award as outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Business Plan - Project Implementation*.

Specifically, reviewers will consider the extent to which:

- The application demonstrates that all of the activities to be funded by the award are necessary for the success of the project and are consistent with the project's scope, scale, and projected outcomes.
- The application demonstrates that the staffing, facilities, equipment, supplies, and funding

to support each activity have been identified AND are reasonable.

- The application demonstrates that the applicant is in control of the site and facilities necessary for the success of the project or that *site control* is conditioned only on the receipt of the grant award. Documentation demonstrating site control must include specific property location (i.e. address, city, state) and be in the form of
 - A signed and dated deed or lease agreement between the applicant and property owner; or
 - Documentation in the agreement of the terms of the agreement, use of premises, and description of the site (prior use or new property, square footage, use of space for the project).
- The application includes a plan that demonstrates the applicant's capacity to manage responsibly the proposed federal funds and to adequately protect any federal funds awarded under the application through a financial management system that complies with 45 CFR Part 75.302.
- The application identifies staff that will be responsible for maintaining oversight of program activities, staff, and partner(s) and describes procedures and policies used to oversee staff and/or partners/contractors.
- The application describes organizational records systems that relate financial data to performance data by identifying the source and application of federal funds so that they demonstrate effective control over and accountability for funds, compare outlays with budget amounts, and provide accounting records supported by source documentation.
- The application identifies any competing activities being undertaken by the applicant or project partners that might reduce the availability of the resources for this project.

For projects with equity or stock investments, reviewers will consider the extent to which:

- The application identifies the investment and demonstrates that any equity stock investment agreement with a *participating business* includes:
 - An explanation of the purpose(s) for which the applicant will make the equity stock investment,
 - The type of equity stock transaction (such as stock purchase),
 - The cost-per-share and basis on which the applicant derived the cost-per-share,
 - The number of shares the applicant will purchase,
 - The percentage of applicant ownership in the business,
 - The term or duration of the agreement, and
 - Information regarding compliance with 45 CFR Part 75.322 concerning intangible property.

For projects with loans, reviewers will consider the extent to which:

- The application describes the initial *loan(s)* to be made from the grant including:
 - The name of the specific participating business(es) receiving the loans, the type(s) of the business(es) and the business development plan(s);
 - Information regarding compliance with all terms of 45 CFR Part. 75.322 concerning intangible property; and
 - Draft copies of the loan agreement(s), which include the elements outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Business Plan – Project Implementation*.

- The application describes strategies to ensure that all loans, either initial loans or subsequent future loans, will go to eligible recipients for business development activities.
- The application demonstrates that re-payment will begin during the course of the funded project period and that a balloon payment (if any) will be made before the end of the project period.

Business Plan - Financial Strategies

Maximum Points:10

In reviewing this section, reviewers will consider the extent to which the application demonstrates sound and reasonable financial strategies that have a high likelihood of leading to the success of the project as outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Business Plan - Financial Strategies*.

Specifically, reviewers will consider the extent to which:

- The application provides an acceptable financial plan for the project demonstrating that the project
 - Is ready to be implemented,
 - Will be economically feasible by the conclusion of the grant period, and
 - Will continue to be so for at least 1 year thereafter.
- The financial plan clearly demonstrates that the proposed costs are reasonable and necessary to carry out the activities proposed in the application.
- The application's financial plan Includes historical and forecast profit and loss statements, cash flow statements, balance sheets, and sources and uses statements for all businesses involved in the project.
- The application convincingly demonstrates that the CED cost per position created is equal to or less than the ratio found by dividing the request award amount by \$25,000 for construction projects or \$20,000 for non-construction projects.
- The application demonstrates program income is not necessary to meet the funding needs for implementation of the project design.

For projects that involve non-CED funding to carry out the project, reviewers will consider the extent to which:

- The application provides evidence that all capital requirements have been met through financing, cash resources, or *in-kind contributions*.
- The application demonstrates evidence (e.g., signed commitment letters) of unconditional commitments for loans, municipal, federal or state tax credits, equity stock investments, or other supporting grants totaling at least the amount of non-CED funds necessary.
- The application provides evidence (e.g., a financial statement of cash available) of the applicant's ability to contribute any non-CED cash resources that are needed for the project and that the applicant has pledged in support of the project,
- The application provides evidence of *in-kind contributions* of personal property and a demonstration of how the value of those contributions was established through techniques such as an inventory valuation for equipment and/or a certified appraisal for real property.

For projects with only CED funding, reviewers will consider the extent to which:

- The application demonstrates the ability of the applicant to carry out a successful project and accomplish its goals with only CED funds.

For construction projects, reviewers will consider the extent to which:

- The application demonstrates that financial plans include all construction costs and that all costs are appropriately justified as reasonable and necessary to carry out the activities proposed in the application.

Business Plan - Organizational Profile

Maximum Points:10

In reviewing this section, reviewers will consider the extent to which the application demonstrates that the organization, staff, and project partners have sufficient overall experience to carry out the project as outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Business Plan – Organizational Profile*. Specifically, reviewers will consider the extent to which:

- The application demonstrates that the organization, its staff, and its project partners have sufficient overall experience to successfully implement the proposed project, including relevant experience and success in developing and operating businesses similar to those to be conducted under the proposed project.
 - If one or more project partners are involved, the extent to which the application demonstrates that the combined capacity of the applicant and the partner organizations is sufficient to successfully implement the proposed project
- The application includes a resolution or meeting minutes or other documentation demonstrating that the majority of the Board of Directors has granted board approval for the proposed project.
- For applicants that cannot demonstrate substantial experience with economic development projects similar to those proposed in the application, the extent to which the application provides evidence of a viable partnership with a more experienced partner, including evidence of a workable strategy for the more experienced partner (as defined in *Section I. Program Description*), to provide the administrative, technical, and/or financial technical assistance needed to ensure the success of the project.
- The application includes signed agreements that
 - Clearly outline the role of the *project partner* and describes the relationship between the applicant and the *project partner*,
 - Demonstrate that all project partners that will be responsible for directly or indirectly spending CED funds are financially viable and have the capacity to manage responsibly any federal funds awarded under the application through a financial management system that complies with 45 CFR Part 75.302, and Other requirements outlined *Section IV.2. Content and Form of Application Submission, The Project Description, Business Plan – Organizational Profile*.

Business Plan - Past Performance with Similar Job Creation Projects

Maximum Points:5

In reviewing this section, reviewers will consider the extent to which the application demonstrates that applicant has past experience with similar projects as outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Business Plan – Past Performance with Similar Job Creation Projects*. Specifically, reviewers will consider the extent to which:

- The application demonstrates that the applicant and all partner organizations have the experience necessary to successfully carry out the proposed project, including evidence of two business creation or business expansion projects undertaken by the applicant that
 - Have been executed within the past 10 years.
 - Are substantially similar to the project for which CED funding is being requested, and

- Were successful in creating sustainable, full-time, full-year positions.
- The application provides a quantitative and qualitative description of the jobs created through past business creation or expansion projects. This should include:
 - Descriptions of the positions created, including information on wages and benefits
 - Descriptions of how the jobs allowed persons to leave public assistance programs or similar supports, and
 - Information on the long-term sustainability of the positions created.

Business Plan - Staff and Position Data

Maximum Points:5

In reviewing this section, reviewers will consider the extent to which the application demonstrates that the identified staff are qualified to carry out the project as outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Business Plan – Staff and Position Data*. Specifically, reviewers will consider the extent to which:

- The application demonstrates through biographical sketches, degree information, resumes, and descriptions of previous project experience that the identified staff are qualified to carry out the proposed project. Resumes should be no more than two pages in length and identify staff percent of time available for the project.
- The application demonstrates that key staff have the appropriate time commitment available and experience in supervision, finance and business development and management, and working with the target population. The discussion of staff experience must be sufficiently detailed to allow reviewers to assess whether individuals' skills and experience demonstrate an ability to fulfill the tasks assigned to them.
- The application states clearly whether all key project staff positions are filled. In cases where a key staff person has not yet been hired, the application demonstrates that an appropriate position description, recruitment strategy, and estimated hiring timeline have been developed.

Letters of Support

Maximum Points:5

In reviewing this section, reviewers will consider the extent to which the application demonstrates sufficient public support to successfully carry out the project as outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Letters of Support*.

Specifically, reviewers will consider the extent to which:

- The application includes signed and dated letters of support from organizations or individuals that pledge to support the proposed project by either providing in-kind services or financial contributions;
- The exact nature and/or amount of the contributions is clearly identified; and
- The letters indicate that support is contingent only upon receipt of a CED-HFFI award.

Project Budget and Budget Justification

Maximum Points:15

In reviewing the Project Budget and Budget Justification, reviewers will consider the extent to which the budget for the project demonstrates that the applicant has sufficient funds available (i.e., conditioned only on the receipt of this grant award) and that the planned expenditures are necessary, appropriate, and reasonable for the success of the project as outlined in *Section IV.2. Content and Form of Application Submission, The Project Description, Project Budget and Budget Justification*.

Specifically, reviewers will consider the extent to which:

- The application demonstrates that the amount of funds available for the project (CED and non-CED) is commensurate with the level of effort necessary to accomplish the activities, goals, and objectives of the project.
- The application clearly demonstrates that the financial estimates are grounded in solid assumptions and demonstrates the necessity, reasonableness, and allocation of the proposed costs.
- The application includes a budget and budget justification that clearly links the proposed expenditures to the proposed activities necessary for accomplishing the project.
- The application's budget narrative demonstrates, in sufficient detail for a reviewer to evaluate the appropriateness and reasonableness of the line items proposed, that the proposed budget is appropriate for accomplishing the proposed project.
- The application demonstrates that the budget includes funds for all required items, including travel for one staff member to attend a training and technical assistance conference in Washington, DC, during each year of the grant and, if the applicant is partnering with an experienced CDC, funds to cover the costs of this support (e.g., travel costs, payments to cover staff time, etc.).
- The application budget demonstrates program income is not necessary to meet the funding needs for implementation of the project design.

Project Integration

Maximum Points:5

To evaluate the Project Integration criterion, reviewers will consider the extent to which all the application criteria elements are aligned, i.e., how effectively the Objectives and Need for Assistance, Business Plan, and Budget and Budget Justification all fit together. This criterion does not measure any element of the application in isolation; it is to assess how well all the components of the application relate to each other to form a cohesive, carefully planned project.

To evaluate this section, reviewers will consider the extent to which:

- There any significant incongruencies between any sections of the application that would need to be resolved prior to effective project implementation.
- The completion of the project will effectively lead to creation or expansion of businesses and result in the creation of the jobs proposed in the application.
- The applicant demonstrated that creation and/or expansion of the *participating business(es)* and the creation of these jobs will address the issues and barriers identified in the Objectives and Need for Assistance criterion.
- The applicant clearly described a logical approach with a realistic time frame and identified the resources necessary to achieve the project goals proposed in the application.
- The budget expenditures closely correlate with the objectives and activities proposed in the Business Plan.

Bonus Points - Collaboration with Other Federal HFFI Programs and Certain Additional Federal Programs that Address Healthy Food Access

Maximum Points:5

In considering the award of bonus points under this criterion, reviewers will take into consideration the extent to which the application demonstrates evidence that the proposed healthy food access project is either:

- Benefitting directly from funding focused on healthy food access from one of the federal programs listed later in this section; or

- Collaborating with a project that is benefitting directly from funding focused on healthy food access from one of the federal programs listed later in this section.

The other federal programs collaborating with the CED-HFFI program include:

- The Department of Treasury's Community Development Financial Institutions program
- The Department of Treasury's New Markets Tax Credit program
- The following Department of Agriculture programs:
 - Business and Industry Loan Guarantee program
 - Intermediary Relending program
 - Community Facilities program
 - Rural Business Enterprise Grant program
 - Rural Business Opportunities Grant program
 - Farmers Market Promotion program
 - Community Food Projects program

In order to qualify for these bonus points, the application must demonstrate evidence of collaboration with one of these programs through either a copy of an award document from the awarding agency if the applicant is the awardee or a signed letter from a partner organization that is the awardee stating how the award will be used to collaborate with the applicant's proposed healthy food access project.

Bonus Points - Underserved Areas: States or Trust Territories Without Active CED-HFFI Grants	Maximum Points:5
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In considering the award of bonus points under this criterion, reviewers will take into consideration the extent to which the proposed healthy food project will be located in one of the following states or Trust Territories that do not have an active CED-HFFI project:

- Alaska
- American Samoa
- Arkansas
- Colorado
- Delaware
- District of Columbia
- Georgia
- Hawaii
- Idaho
- Indiana
- Island of Guam
- Louisiana
- Mississippi
- Missouri
- Nevada
- New Hampshire
- New Jersey
- North Dakota
- Northern Mariana Islands
- Oklahoma
- Puerto Rico
- South Carolina
- South Dakota

- Texas
- U.S. Virgin Islands
- Utah
- Vermont
- Virginia
- Washington
- Wyoming

Bonus Points Underserved Areas: Project Located in County with Persistent Poverty	Maximum Points:5
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In considering the award of bonus points under this criterion, reviewers will take into consideration the extent to which the application demonstrates evidence that the proposed project will create jobs in a county with persistent poverty as identified by U.S. Department of Agriculture’s Economic Research Service listed in *Appendix B: Persistent Poverty Counties*.

Bonus Points - Alignment with Promise Zones Initiative or Choice Neighborhoods Program	Maximum Points:5
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In considering the award of bonus points under this criterion, reviewers will take into consideration whether the application demonstrates that the proposed project is located in shared designated target areas that align with and will benefit the selectee(s) of the *Promise Zone* Initiative or *Choice Neighborhoods* Program. The application must provide a signed letter of support documenting the extent of involvement/collaboration and clearly outlining roles and responsibilities and any support and/or resources to be provided as a result of this partnership. More information about these programs is available in the Definitions in *Section I. Program Description*.

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant or sub-recipient that does not have a DUNS number (www.dbn.com) and an active registration at SAM (www.sam.gov). See *Section IV.3. Unique Entity Identifier and System for Award Management (SAM)*.

Initial ACF Screening

Each application will be screened to determine whether it meets any of the disqualification factors described in *Section III.3. Other, Application Disqualification Factors*.

Disqualified applications are considered to be “non-responsive” and are excluded from the competitive review process. Applicants will be notified of a disqualification determination by email or by USPS postal mail within 30 federal business days from the closing date of this FOA.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using only the criteria described in *Section V.1. Criteria* of this announcement. Each panel is composed of experts with knowledge and experience in the area under review. Generally, review panels include three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. Scores and rankings are only one element used in the award decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of federal funds in its award decisions.

Federal Awarding Agency Review of Risk Posed by Applicants

As required by 2 CFR 200 of the Uniform Guidance, effective January 1, 2016, ACF is required to review and consider any information about the applicant that is in the Federal Awardee Performance and Integrity Information System (FAPIIS), <https://www.fapiis.gov/>, before making any award in excess of the simplified acquisition threshold (currently \$150,000) over the period of performance. An applicant may review and comment on any information about itself that a federal awarding agency has previously entered into FAPIIS. ACF will consider any comments by the applicant, in addition to other information in FAPIIS, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR § 200.205 Federal Awarding Agency Review of Risk Posed by Applicants (http://www.ecfr.gov/cgi-bin/text-idx?node=se2.1.200_1205&rgn=div8).

OCS Internal Review of Applications

Based on the ranked order of applications, OCS staff will perform an internal review and analysis of the most qualified applications in order to determine their consistency with the purpose of the CED program, all relevant statutory and regulatory requirements, and the requirements of this FOA. The OCS Director has discretion to make all final funding decisions.

In addition:

Because other important factors are taken into consideration, highly ranked applications are not guaranteed funding. Among other considerations, factors considered include the timely and successful completion by the applicant of projects funded with CED funds within the last 5 years; comments of reviewers and government officials; CED staff evaluation and input; amount and duration of the grant requested, likely sustainability that the project will continue beyond federal assistance, and the proposed project's consistency and compliance with CED goals and policy; compliance with grant terms and conditions under previously awarded HHS grants; audit reports; investigative reports; and the applicant's progress in resolving any final audit or other disallowance on previous CED or other federal agency grants.

Grant awards are made based on the availability of appropriated funds and may be awarded in amounts in excess or less than the amount requested or, under such circumstances, as may be deemed to be in the best interest of the federal government. Applicants may be required to reduce or modify the scope of projects based on the amount of approved award.

Please refer to *Section IV.2.* of this announcement for information on non-federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds may be held over by ACF and reconsidered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle. For those applications that have been deemed as approved but unfunded, notice will be given of such determination by postal mail.

V.3. Anticipated Announcement and Federal Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date. ACF staff cannot respond to requests for information regarding funding decisions prior to the official applicant notification.

Awards will be made no later than September 30, 2016.

VI. Federal Award Administration Information

VI.1. Federal Award Notices

Successful applicants will be notified through the issuance of a Notice of Award (NoA) that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-federal share to be provided (if applicable), and the total project period for which support is contemplated. The NoA will be signed by the Grants Officer and transmitted via postal mail, email, or by GrantSolutions.gov or the Head Start Enterprise System (HSES), whichever is relevant. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter signed by the cognizant Program Office head. Any other correspondence that announces to a Principal Investigator, or a Project Director, that an application was selected is not an authorization to begin performance.

Project costs that are incurred prior to the receipt of the NoA are at the recipient's risk and may be reimbursed only to the extent that they are considered allowable as approved pre-award costs. Information on allowable pre-award costs and the time period under which they may be incurred is available in *Section IV.6. Funding Restrictions*.

VI.2. Administrative and National Policy Requirements

Unless otherwise noted in this section, administrative and national policy requirements that are applicable to discretionary grants are available at:

<http://www.acf.hhs.gov/administrative-and-national-policy-requirements>.

Award Term and Condition for Federal Recognition of Same-Sex Spouses/Marriage

A standard term and condition of award will be included in the final Notice of Awards (NOA) that states: "In any grant-related activity in which family, marital, or household considerations are, by statute or regulation, relevant for purposes of determining beneficiary eligibility or participation, grantees must treat same-sex spouses, marriages, and households on the same terms as opposite-sex spouses, marriages, and households, respectively. By "same-sex spouses," HHS means individuals of

the same sex who have entered into marriages that are valid in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex marriage.

By “same-sex marriages,” HHS means marriage between two individuals validly entered into in the jurisdiction where performed, including any of the 50 states, the District of Columbia, or a U.S. territory or in a foreign country, regardless of whether or not the couple resides in a jurisdiction that recognizes same-sex-marriage. By “marriage,” HHS does not mean registered domestic partnerships, civil unions or similar formal relationships recognized under the law of the jurisdiction of celebration as something other than a marriage.”

VI.3. Reporting

Recipients under this FOA will be required to submit performance progress and financial reports periodically throughout the project period. Information on reporting requirements is available on the ACF website at <http://www.acf.hhs.gov/discretionary-post-award-requirements#chapter-2>.

For planning purposes, the frequency of required reporting for awards made under this announcement are as follows:

Performance Progress Reports:	Semi-Annually
Financial Reports:	Semi-Annually

VII. HHS Awarding Agency Contact(s)

Program Office Contact

Karen Harris
Administration for Children and Families
Office of Community Services
OCS Grants Operations Center
1401 Mercantile Lane Suite 410
Largo, MD 20774
Phone: 1-855-792-6551
Email: ocsgrants@acf.hhs.gov

Office of Grants Management Contact

Bridget Shea Westfall
Administration for Children and Families
Office of Grants Management
OCS Grants Operations Center
1401 Mercantile Lane Suite 410
Largo, MD 20774
Phone: 1-855-792-6551
Email: ocsgrants@acf.hhs.gov

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service (FedRelay) at www.gsa.gov/fedrelay.

VIII. Other Information**Reference Websites**

U.S. Department of Health and Human Services (HHS) <http://www.hhs.gov/>.

HHS Grants Forecast <http://www.acf.hhs.gov/hhsgrantsforecast/index.cfm>.

Administration for Children and Families (ACF) <http://www.acf.hhs.gov/>.

ACF Grants Homepage <https://www.acf.hhs.gov/grants>.

ACF Funding Opportunities <http://www.acf.hhs.gov/grants/open/foa/>.

ACF "How to Apply for a Grant" <https://www.acf.hhs.gov/grants/how-to-apply-for-grants>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

For submission of a paper format application, all required Standard Forms (SF), assurances, and certifications are available on the ACF Grants-Forms page through <https://www.acf.hhs.gov/grants-forms>.

Standard grant forms are available at the [Grants.gov](http://www.grants.gov/web/grants/forms/sf-424-family.html) Forms Repository webpage at <http://www.grants.gov/web/grants/forms/sf-424-family.html>.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at <http://www07.grants.gov/web/grants/support/technical-support/accessibility-compliance.html>.

Code of Federal Regulations (CFR) <http://www.ecfr.gov/>.

The *Federal Register* <https://www.federalregister.gov/>.

United States Code (U.S.C.) <http://uscode.house.gov/>.

CED Program Site: <http://www.acf.hhs.gov/programs/ocs/programs/ced>

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
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SF-Project/Performance Site Location(s) (SF-P/PSL)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications</i>.</p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
The Project Budget and Budget Justification	<p>Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> of the announcement.</p>	<p>Submission is required in addition to submission of SF-424A or SF-424C. It must be submitted with the application package by the due date in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
Commitment of Non-Federal Resources		
Mandatory Grant Disclosure	<p>Requirement, submission instructions, and mailing addresses are found in the "Mandatory Grant Disclosure" entry in the table in <i>Section IV.2. Required Forms, Assurances and Certifications</i>.</p>	<p>Concurrent submission to the Administration for Children and Families and to the Office of the Inspector General is required.</p>
Letters of Support	<p>Referenced in <i>Section IV.2. The Project Description</i>.</p>	<p>Submission is due by the application due date listed in the <i>Overview</i> and in <i>Section IV.4</i>.</p>

		<i>Submission Dates and Times.</i>
Third-Party Agreements (also, MOUs and Consortia Agreements)	Referenced in <i>Section IV.2. Project Description.</i>	If available, submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4.</i> If not available at the time of application submission, due by the time of award.
SF-424A Budget Information - Non-Construction Programs / SF-424B Assurances - Non-Construction Programs and SF-424C - Budget Information Construction Programs / SF-424D - Assurances Construction Programs	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family." These forms are required for applications under this FOA: <ul style="list-style-type: none"> • Projects that include non-construction and construction activities must submit the SF-424A, B, C, and D, along with the SF-424 and SF-P/PSL. 	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
SF-424 - Application for Federal Assistance	Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i> For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory." Also available at http://www.grants.gov/web/grants/forms.html	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>

	by using the link to "SF-424 Family."	
SF-424A - Budget Information - Non-Construction Programs and SF-424B - Assurances - Non- Construction Programs	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>These forms are required for applications under this FOA:</p> <ul style="list-style-type: none"> • Projects that include only non-construction activities must submit the SF-424A and SF-424B, along with the SF-424 and SF-P/PSL. 	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
SF-424 Key Contact Form	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is also available at http:// www. grants.gov/web/ grants/forms.html by using the link to "SF-424 Family."</p>	Submission is due with the application by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>
SF-424C - Budget Information - Construction Programs and SF-424D - Assurances - Construction Programs	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov "Download Opportunity Instructions and Application" page under "Download Application Package" in the section entitled, "Mandatory."</p> <p>Also available at http://www.grants.gov/web/grants/forms.html</p>	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times.</i>

	<p>by using the link to "SF-424 Family."</p> <p>These forms are required for applications under this FOA:</p> <ul style="list-style-type: none"> • Projects that include only construction activities must submit the SF-424C and SF424D, along with the SF-424 and SF-P/PSL. 	
Proof of Non-Profit Status	<p>Referenced in <i>Section IV.2. The Project Description, Legal Status of Applicant Entity.</i></p>	<p>Proof of non-profit status should be submitted with the application package by the due date listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times.</i> If it is not available at the time of application submission, it must be submitted prior to the award of a grant.</p>
Certification Regarding Lobbying (Grants.gov Lobbying Form)	<p>Referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, these forms are available on the FOA's Grants.gov page under the "Application Package" tab in the section entitled, "Mandatory."</p> <p>Available at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p>	<p>Submission is due with the application package or prior to the award of a grant.</p>
SF-LLL - Disclosure of Lobbying Activities	<p>"Disclosure Form to Report Lobbying" is referenced in <i>Section IV.2. Required Forms, Assurances, and Certifications.</i></p> <p>For electronic application submission, this form is available on the FOA's Grants.gov "Download Opportunity</p>	<p>If submission of this form is applicable, it is due at the time of application. If it not available at the time of application, it</p>

	<p>Instructions and Application" page under "Download Application Package" in the section entitled, "Optional."</p> <p>The form is available in the electronic application kit at Grants.gov and at http://www.grants.gov/web/grants/forms.html by using the link to "SF-424 Family."</p> <p>If applicable, submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	<p>application, it may also be submitted prior to the award of a grant.</p>
<p>Executive Order 12372, "Intergovernmental Review of Federal Programs," and</p> <p>45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities"</p>	<p>Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372</p> <p>http://www.whitehouse.gov/omb/grants_spoc/</p> <p>as indicated in <i>Section IV.5. Intergovernmental Review</i> of this announcement.</p> <p>The Executive Order and CFR require that applicants submit all required application materials to their State Single Point of Contact (SPOC) and indicate the date of submission on the SF-424 at item 19.</p>	<p>Submission of application materials is due to SPOC by the application due date listed in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i>.</p>
<p>Plan for Oversight of Federal Award Funds</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>.</p>	<p>Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i>.</p>
<p>Protection of Sensitive and/or Confidential Information</p>	<p>Referenced in <i>Section IV.2. The Project Description</i>.</p>	<p>Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i>.</p>

Assurance of Community Representation on Board of Directors	Referenced in <i>Section III.3</i> of the announcement.	If applicable, submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i> .
Certification of Consistency with Promise Zone Goals and Implementation	Referenced in <i>Section IV.2. Required Forms, Assurances and Certifications</i> .	If applicable, submission is due by the application due date found in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> .
DUNS Number (Universal Identifier) and Systems for Award Management (SAM) registration.	Referenced in <i>Section IV.3. Unique Entity Identifier and System for Award Management (SAM)</i> in the announcement. To obtain a DUNS number, go to http://fedgov.dnb.com/webform . To register at SAM, go to http://www.sam.gov .	A DUNS number and registration at SAM.gov are required for all applicants. Active registration at SAM must be maintained throughout the application and project award period.
Indirect Cost Rate Agreement (IDR)	Referenced in <i>Section IV.2. The Project Budget and Budget Justification</i> . The IDR must be submitted with the application package.	If the IDR is available by the application due date, it must be submitted with the application package. If it is not available by the application due date, listed in the <i>Overview</i> and <i>Section IV.4. Submission Dates and Times</i> , it may be submitted prior to the award of a grant.

The Project Description	Referenced in <i>Section IV.2. The Project Description</i> .	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Geographic Location	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i> .
Project Summary/Abstract	Referenced in <i>Section IV.2. The Project Description</i> . The Project Summary/Abstract is limited to one single-spaced page.	Submission is due by the application due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Table of Contents	Referenced in <i>Section IV.2. The Project Description</i> .	Submit with the application by the due date found in the <i>Overview</i> and in <i>Section IV.4. Submission Dates and Times</i> .
Business Plan	Referenced in <i>Section IV.2. The Project Description</i> .	If applicable, submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i> .
Job Descriptions	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i> .

Resumes	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i> .
Objectives and Need for Assistance	Referenced in <i>Section IV.2. The Project Description</i> .	Submission due by the application due date found in <i>Overview</i> and <i>Section IV.4</i> .

Appendix

Appendix A

Sample Chart of Cost per Job Created

Applicants will agree to create at least the minimum number of jobs for the amount of the requested award equal to the ratio found by dividing the requested award amount by \$25,000 for construction projects or \$20,000 for non-construction projects. Example of cost per job created follows.

Award Amount	Jobs for Construction Projects	Jobs for Non-Construction Projects
100,000	At least 4 jobs	At least 5 jobs
200,000	At least 8 jobs	At least 10 jobs
300,000	At least 12 jobs	At least 15 jobs
400,000	At least 16 jobs	At least 20 jobs
500,000	At least 20 jobs	At least 25 jobs
600,000	At least 24 jobs	At least 30 jobs
700,000	At least 28 jobs	At least 35 jobs
800,000	At least 32 jobs	At least 40 jobs

Appendix B
Persistent Poverty Counties

State	County
AL	Barbour County
AL	Bullock County
AL	Butler County
AL	Choctaw County
AL	Clarke County
AL	Conecuh County
AL	Dallas County
AL	Escambia County
AL	Greene County
AL	Hale County
AL	Lowndes County
AL	Macon County
AL	Marengo County
AL	Monroe County
AL	Perry County
AL	Pickens County
AL	Pike County
AL	Sumter County
AL	Wilcox County
AK	Wade Hampton Census Area
AK	Yukon-Koyukuk Census Area
AZ	Apache County
AZ	Navajo County
AR	Bradley County
AR	Chicot County
AR	Columbia County
AR	Crittenden County
AR	Desha County
AR	Jefferson County

AR	Lafayette County
AR	Lee County
AR	Mississippi County
AR	Monroe County
AR	Nevada County
AR	Newton County
AR	Phillips County
AR	Poinsett County
AR	St. Francis County
AR	Searcy County
AR	Woodruff County
CO	Alamosa County
CO	Costilla County
CO	Saguache County
FL	Alachua County
FL	Hamilton County
FL	Hardee County
FL	Madison County
GA	Atkinson County
GA	Bacon County
GA	Baker County
GA	Ben Hill County
GA	Brooks County
GA	Bulloch County
GA	Burke County
GA	Calhoun County
GA	Clarke County
GA	Clay County
GA	Clinch County
GA	Crisp County
GA	Decatur County
GA	Dooly County

GA	Dougherty County
GA	Early County
GA	Emanuel County
GA	Evans County
GA	Grady County
GA	Greene County
GA	Hancock County
GA	Jefferson County
GA	Jenkins County
GA	Johnson County
GA	Macon County
GA	Marion County
GA	Mitchell County
GA	Peach County
GA	Quitman County
GA	Randolph County
GA	Screven County
GA	Seminole County
GA	Stewart County
GA	Sumter County
GA	Talbot County
GA	Taliaferro County
GA	Tattnall County
GA	Taylor County
GA	Telfair County
GA	Terrell County
GA	Toombs County
GA	Treutlen County
GA	Turner County
GA	Ware County
GA	Warren County
GA	Washington County

GA	Wheeler County
GA	Wilcox County
ID	Madison County
IL	Alexander County
IL	Jackson County
IL	Pulaski County
KY	Bath County
KY	Bell County
KY	Breathitt County
KY	Casey County
KY	Clay County
KY	Clinton County
KY	Cumberland County
KY	Elliott County
KY	Estill County
KY	Floyd County
KY	Fulton County
KY	Harlan County
KY	Hart County
KY	Jackson County
KY	Johnson County
KY	Knott County
KY	Knox County
KY	Laurel County
KY	Lawrence County
KY	Lee County
KY	Leslie County
KY	Letcher County
KY	Lewis County
KY	Lincoln County
KY	McCreary County
KY	Magoffin County

KY	Martin County
KY	Menifee County
KY	Monroe County
KY	Morgan County
KY	Owsley County
KY	Perry County
KY	Powell County
KY	Robertson County
KY	Rockcastle County
KY	Rowan County
KY	Russell County
KY	Wayne County
KY	Whitley County
KY	Wolfe County
LA	Acadia Parish
LA	Avoyelles Parish
LA	Bienville Parish
LA	Catahoula Parish
LA	Claiborne Parish
LA	Concordia Parish
LA	East Carroll Parish
LA	East Feliciana Parish
LA	Evangeline Parish
LA	Franklin Parish
LA	Lincoln Parish
LA	Madison Parish
LA	Morehouse Parish
LA	Natchitoches Parish
LA	Orleans Parish
LA	Ouachita Parish
LA	Red River Parish
LA	Richland Parish

LA	Sabine Parish
LA	St. Helena Parish
LA	St. Landry Parish
LA	Tangipahoa Parish
LA	Tensas Parish
LA	Washington Parish
LA	West Carroll Parish
LA	Winn Parish
MD	Baltimore City
MS	Adams County
MS	Amite County
MS	Attala County
MS	Benton County
MS	Bolivar County
MS	Chickasaw County
MS	Choctaw County
MS	Claiborne County
MS	Clarke County
MS	Clay County
MS	Coahoma County
MS	Copiah County
MS	Covington County
MS	Forrest County
MS	Franklin County
MS	Grenada County
MS	Holmes County
MS	Humphreys County
MS	Issaquena County
MS	Jasper County
MS	Jefferson County
MS	Jefferson Davis County
MS	Kemper County

MS	Lafayette County
MS	Lauderdale County
MS	Leake County
MS	Leflore County
MS	Lowndes County
MS	Marion County
MS	Marshall County
MS	Montgomery County
MS	Neshoba County
MS	Noxubee County
MS	Oktibbeha County
MS	Panola County
MS	Pike County
MS	Quitman County
MS	Scott County
MS	Sharkey County
MS	Simpson County
MS	Sunflower County
MS	Tallahatchie County
MS	Tunica County
MS	Walthall County
MS	Washington County
MS	Wayne County
MS	Wilkinson County
MS	Winston County
MS	Yalobusha County
MS	Yazoo County
MO	Carter County
MO	Dunklin County
MO	Mississippi County
MO	New Madrid County
MO	Oregon County

MO	Pemiscot County
MO	Reynolds County
MO	Ripley County
MO	Shannon County
MO	Texas County
MO	Washington County
MO	Wayne County
MO	Wright County
MO	St. Louis City
MT	Big Horn County
MT	Blaine County
MT	Glacier County
MT	Golden Valley County
NE	Thurston County
NM	Cibola County
NM	Dona Ana County
NM	Guadalupe County
NM	Luna County
NM	McKinley County
NM	Roosevelt County
NM	San Miguel County
NM	Socorro County
NM	Taos County
NY	Bronx County
NY	Kings County
NC	Bertie County
NC	Bladen County
NC	Columbus County
NC	Halifax County
NC	Martin County
NC	Northampton County
NC	Pitt County

NC	Robeson County
NC	Tyrrell County
NC	Washington County
ND	Benson County
ND	Rolette County
ND	Sioux County
OH	Athens County
OK	Adair County
OK	Caddo County
OK	Cherokee County
OK	Choctaw County
OK	Coal County
OK	Harmon County
OK	Hughes County
OK	Johnston County
OK	McCurtain County
OK	Okfuskee County
OK	Pushmataha County
OK	Tillman County
PA	Philadelphia County
SC	Allendale County
SC	Bamberg County
SC	Clarendon County
SC	Colleton County
SC	Dillon County
SC	Hampton County
SC	Jasper County
SC	Lee County
SC	Marion County
SC	Marlboro County
SC	Orangeburg County
SC	Williamsburg County

SD	Bennett County
SD	Buffalo County
SD	Charles Mix County
SD	Corson County
SD	Dewey County
SD	Jackson County
SD	Mellette County
SD	Roberts County
SD	Shannon County
SD	Todd County
SD	Ziebach County
TN	Campbell County
TN	Claiborne County
TN	Cocke County
TN	Fentress County
TN	Grundy County
TN	Hancock County
TN	Johnson County
TN	Lake County
TN	Scott County
TX	Bee County
TX	Brazos County
TX	Brooks County
TX	Cameron County
TX	Crosby County
TX	Dimmit County
TX	Duval County
TX	Edwards County
TX	El Paso County
TX	Falls County
TX	Floyd County
TX	Frio County

TX	Hall County
TX	Hidalgo County
TX	Houston County
TX	Hudspeth County
TX	Jim Wells County
TX	Karnes County
TX	Kinney County
TX	Kleberg County
TX	Lamb County
TX	La Salle County
TX	McCulloch County
TX	Marion County
TX	Maverick County
TX	Presidio County
TX	Real County
TX	Reeves County
TX	Robertson County
TX	San Augustine County
TX	Starr County
TX	Uvalde County
TX	Val Verde County
TX	Webb County
TX	Willacy County
TX	Zapata County
TX	Zavala County
UT	San Juan County
VA	Lee County
VA	Northampton County
WV	Braxton County
WV	Calhoun County
WV	Clay County
WV	Gilmer County

WV	Lincoln County
WV	McDowell County
WV	Mingo County
WV	Webster County